

## Project Officer – Accreditation Risk Framework

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### Role data

<b>Position no</b>	E12097	<b>Work area profile</b>	Accreditation
<b>Work Level Classification</b>	Level 6	<b>Directorate/Business Unit</b>	Strategy and Policy
<b>Reports to (role)</b>	Manager, Program Accreditation	<b>Location</b>	Any
<b>No. direct reports</b>	Nil	<b>No. indirect reports</b>	Nil
<b>Version date</b>	May 2021	<b>Tenure</b>	Fixed term, 0.8FTE for nine months

### Work area profile

Ahpra's overall mission is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community.

Website: [www.ahpra.gov.au](http://www.ahpra.gov.au)

In partnership with Accreditation Committees established by National Boards, the Program Accreditation Team, within Ahpra's Accreditation Unit, manages the delivery of accreditation functions for the Aboriginal and Torres Strait Islander Health Practice, Chinese Medicine, Medical Radiation Practice, Paramedicine and Podiatry professions. We do this by providing expert advice guidance, and operational and secretariat support, to the Accreditation Committees and assessment teams; and managing nationally consistent service delivery policies, processes and documentation, to deliver a coordinated and consistent experience for education providers. The Program Accreditation Team also supports the Accreditation Committees to monitor approved education programs and respond to issues in a timely and appropriate way to manage risk to public safety.

### Role purpose

Reporting to the Manager, Program Accreditation, the Senior Project Officer will lead the Accreditation Risk Framework project.

The Accreditation Risk Framework project is a key project that Ahpra is undertaking in consultation with the Accreditation Committees. The aim is to develop an accreditation risk framework that is contemporary, reflects current and emerging trends in risk management and mitigation practices in the context of accreditation. The framework will guide the Accreditation Committees' risk-based approaches to accreditation and monitoring activities for the next three-to-five years.

The successful candidate will apply the following key accountabilities to meet the purpose:

## Key accountabilities

- Draft the Accreditation Risk Framework and related documents for Accreditation Committee feedback, stakeholder consultations and Board approval in accordance with agreed workplans and approved project plans
- Develop high quality papers and project reports for meetings as required and provide support, as required, to ensure meeting outcomes are recorded and implemented in a timely manner
- Report regularly to the Manager, Program Accreditation on project status in accordance with agreed workplans
- Undertake research to support and provide advice about accreditation standards and related policy issues to the project team, project reference group, the Accreditation Committees and other internal stakeholders
- Develop consultation papers and relevant communication documents about development of the Accreditation Risk Framework and related documents, in accordance with agreed workplans
- Undertake consultation with relevant stakeholders to seek feedback and advice to support the development of the Accreditation Risk Framework and related documents, using consultation tools to facilitate productive, efficient and effective stakeholder consultation in accordance with the National Law and Ahpra Guidelines on consultation and publication
- Prepare informative presentations for stakeholders about development of the accreditation standards and related documents, as required
- Provide timely advice to the Manager, Program Accreditation on issues and risks affecting implementation of agreed workplans and approved project plans
- Identify and resolve problems related to implementation of agreed workplans, and escalate matters where risk or complexity exceeds agreed thresholds
- Other accountabilities for developing the Accreditation Risk Framework and related documents for the podiatry and paramedicine professions as may be reasonably assigned by the Manager, Program Accreditation
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
  - Take reasonable care for own and others' health, safety and wellbeing;
  - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures.

## Capabilities for the role

The Ahpra [Capability Framework](#) applies to all Ahpra employees. Below is the complete list of capabilities and proficiency level required for this position.

Values	Capabilities	Proficiency level
<b>Service</b>	Commits to customer service	Intermediate
	Displays leadership	Intermediate
	Generates and delivers the strategic vision	Intermediate

	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Advanced
<b>Collaboration</b>	Builds constructive working relationships	Intermediate
	Communicates effectively	Advanced
<b>Achievement</b>	Demonstrates accountability in delivering results	Intermediate
	Uses information and technology systems	Advanced
	Displays personal drive and integrity	Advanced

<b>Qualifications/Experience/Skills</b>	<b>Required</b>
<b>Qualifications</b>	Degree in a relevant field such as health policy or research, or equivalent relevant experience
<b>Experience/skills</b>	<p>Advanced understanding and application of project management methodologies</p> <p>Demonstrated ability and experience managing the development of risk management and/or risk assessment frameworks from end to end, ideally within a healthcare or education setting</p> <p>Advanced research, analytical and conceptual skills as they relate to risk framework development, including the ability to effectively use relevant technology to find information</p> <p>Advanced organisational skills including excellent time management skills plus the ability to prioritise workload in response to time critical targets</p> <p>Advanced written communication skills including considerable experience writing reports and making recommendations</p> <p>Demonstrated ability to be adaptable and responsive, coping well under pressure, responding and adjusting easily to changing work demands and circumstances</p> <p>Advanced verbal communication, negotiation and influencing skills</p> <p>Advanced relationship building capabilities across a broad range of stakeholders</p> <p>Advanced problem solving and analytical skills as they relate to interpretation of information including ability to exercise judgment and resolve issues independently within agreed thresholds and escalate issues as required</p>

## Key relationships

Internal Relationships	External Relationships
<p>Accreditation Committee Chairs and members</p> <p>Manager, Program Accreditation</p> <p>Specialist Accreditation Advisor</p> <p>Program Accreditation Team</p> <p>Accreditation Unit</p> <p>National Boards and Executive Officers</p> <p>Strategy and Policy Directorate</p> <p>Other directorates within Ahpra</p>	<p>Education providers</p> <p>Accreditation authorities, including the Health Professions Accreditation Collaborative Forum</p> <p>International health regulatory and accreditation bodies</p> <p>Education regulatory bodies</p> <p>Professional associations and industry bodies</p>