

Communications Advisor

Role data

Position no.	TBC	Work Area Profile	Communications and Media
Work Level Classification	Level 5	Directorate/Business Unit	Corporate Affairs and Regulatory Governance
Reports to (role)	Senior Communications Advisor	Location	Melbourne
No. direct reports	nil	No. of indirect reports	nil
Version date	February 2026	Tenure	Fixed Term Full Time

Work area profile

Ahpra's overall purpose 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

Corporate Affairs and Regulatory Governance brings together Engagement and Government Relations and Regulatory Governance, including Medical and Nursing and Midwifery. The directorate is accountable for the design and oversight of frameworks that support consistent, transparent and accountable governance practices across the National Scheme and continue to develop our focus on government relations, stakeholder engagement, media and communications.

The Ahpra Communications and Media team provides expertise, strategic advice and support for Ahpra and National Boards to communicate effectively with internal and external stakeholders. This includes leading the brand identity and visual design direction for Ahpra and the National Boards. The team manages Ahpra's internal and external channels, including print and digital publications and materials, media, social media, podcasts videos, the Ahpra intranet and 16 Ahpra and National Board websites.

Role purpose

The Communications Advisor is responsible for providing professional advisory services and overseeing communications channels for Ahpra and the National Boards to enable effective and efficient delivery of the National Scheme's strategic objectives.

Working as the trusted subject matter expert on communications and engagement while collaborating with key stakeholders, this role applies strategic and tactical experience and knowledge and includes a focus on proactive and reactive communication for internal and external purposes, including media as appropriate.

Communications advisors may be required to work on an 'on call' roster.

Key accountabilities

- Work with the relevant Ahpra business area and/or National Boards on key projects, programs and initiatives. Providing expert communications advice and material support to achieve the strategic objectives of the National Scheme.

- With the relevant business area and/or National Board, manage communications activities that are contemporary and support the National Scheme’s brand identity and strategic objectives. The role may vary from leading, advising or supporting the communications activity, dependent on the project, program or initiative.
- Develop and drive collaborative stakeholder relationships that contribute to positive partnership outcomes.
- Work within the Communications team budget, ensuring efficient and productive use of resources.
- Identify opportunities to promote the work of Ahpra and National Boards, and contribute to the continued development, improvement and implementation of the Engagement function’s initiatives and ways of working.
- Work flexibly within the Communications team ensuring a whole of team and work approach that also engages with the broader Engagement function when relevant and reciprocated.
- 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.

Capabilities	Proficiency level
Commits to customer service	Advanced
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	Intermediate
Builds constructive working relationships	Advanced
Communicates effectively	Advanced
Demonstrates accountability in delivering results	Intermediate
Uses information and technology systems	Intermediate
Displays personal drive and integrity	Intermediate

Qualifications/experience

Qualifications/Experience	Required
Qualifications	Degree level qualification in communications, PR, or a related discipline, or equivalent experience.
Experience	<p>Strong experience in a communications role in a large, dynamic organisation with complex stakeholder needs.</p> <p>Ability to successfully manage multiple projects, competing timelines and high-volume workloads.</p> <p>Able to think big-picture and still maintain a good eye for quality and detail.</p> <p>Strong team orientation with high level stakeholder relationship development and management skills.</p> <p>Demonstrated ability to be responsive and agile in a high-pressure environment.</p> <p>Highly developed written and spoken communication skills, including demonstrated experience in writing and editing in a variety of formats and styles for multiple audiences.</p>

Key relationships

Internal Relationships	External Relationships
Communications team	Journalists and media outlets
Executive directors and CEO	Suppliers
National Directors and functional leads	Partner organisations and stakeholders
Executive Officers	Co-regulators
State/territory managers	Government departments
Advisory groups	Community groups (including consumers/patients)
Project teams	Health services
National Board chairs and members	