

Role name: Property Projects Engagement Advisor

Role data

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| Position no. | E13014 | Work area profile | Property |
| Work level classification | 5 | Directorate/Business unit | People and Culture, Employee Services |
| Reports to (role) | Senior Project Manager, People & Culture | Location | Melbourne |
| No. direct reports | Nil | No. of indirect reports | Nil |
| Version date | 14 March 2025 | Tenure | Fixed Term |

Work area profile

The Australian Health Practitioner Regulation Agency (Ahpra) is the national agency responsible for administering the National Registration and Accreditation Scheme (National Scheme) in partnership with 15 National Boards for the regulated health professions.

Ahpra's overall purpose is to protect the public by regulating health practitioners efficiently and effectively to facilitate access to safer healthcare for all the community. Website: www.ahpra.gov.au

The Employee Services function is accountable for the delivery of a broad range of efficient and streamlined services including payroll, accommodation management, health safety and wellbeing, change management support and employment relations. Employee Services strives to embed best practice operational services across the whole of Ahpra and provide support to its key stakeholders.

Role purpose

The Property Projects Engagement Advisor role is directly linked to defined property projects as set by the Senior Partner Change and Property. This role supports the delivery of Ahpra's office fit outs and relocations (nationally) by collaborating and liaising successfully with internal stakeholders and external vendors to enable the successful project management, change management, office fit outs and relocations associated with the conclusion of site leases and upgrades to office facilities.

Key accountabilities

- Provide specialist advice to internal and external project stakeholders in relation to project progress and targeted project activities.
- Prepare complex and sensitive communications and reports for internal and external stakeholders inclusive Project Management Board, Climate Change Committee and National Executive.
- Represent the Ahpra property projects team in project meetings and on project sites, providing authoritative advice to in relation to Ahpra's practices, policies, procedures and specific project progress.
- Manage components of building fit-outs and mitigate related risks.
- Undertake research to support project delivery, resolve immediate project challenges and inform long term property initiatives, making recommendations based on the research.
- Support the development of Ahpra's National Property Portfolio Strategy by determining and drafting suitable content, conducting research, coordinating relevant inputs and resolving queries associated with the document.

- Develop papers and other relevant communication and documentation to ensure that the Ahpra's National Property Portfolio Strategy is approved and embedded with relevant stakeholders.
- Research and identify opportunities within each property project to enhance diversity and inclusion, environmental and financial management outcomes. Establish and initiate plans to implement approved opportunities ensuring information sharing and integration across the relevant stakeholder cohort.
- Lead the completion of property project procurement processes and associated contract management, securing and retaining high numbers of essential vendors for each project.
- Manage purchase orders and invoices for each vendor engaged nationally and track detailed expenditure for each project. Develop financial reports for each project, tracking actual spend against budget and proactively raise budgetary related risks and arising issues, and support any issue resolution.
- Perform the secretariat role for property project meetings including working groups and steering committees, ensuring timely coordination of meetings to meet project schedules and demands, accurate documentation of outcomes and circulation of outcomes and escalation of incomplete actions.
- Support other property projects upon request.
- 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 | Foundation |
| Builds constructive working relationships | Advanced |
| Communicates effectively | Advanced |
| Demonstrates accountability in delivering results | Advanced |
| Uses information and technology systems | Intermediate |

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| Displays personal drive and integrity | Advanced |
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| Qualifications/Experience | Required |
|---------------------------|---|
| Qualifications | Relevant degree level qualification in property and / or project management fields and / or equivalent level of experience across required areas of expertise. |
| Experience | <p>Demonstrated experience working as an integral part of a team to deliver a common goal.</p> <p>Demonstrated significant experience in working on projects.</p> <p>Highly developed organisation skills including good time management, an ability to prioritise workload in response to time critical targets with high levels of attention to detail.</p> <p>Strong interpersonal skills with the ability to work collaboratively and effectively with a range of internal and external stakeholders.</p> <p>Well-developed written and oral communication skills, with the ability to independently draft documents and explain logic clearly.</p> <p>Well-developed problem solving and ability to interpret and analyse new information.</p> <p>Experience in the facilities/building industry is desirable.</p> |

Key relationships

| Internal relationships | External relationships |
|--|--|
| Senior Partner Change and Property | External vendors and service providers |
| Senior Project Manager, People & Culture | |
| Facilities Manager and Executive Assistant to Executive Director | |
| Property and Physical Security Manager | |
| Procurement | |
| Contract Management | |
| Finance | |
| Facilities | |
| Technology | |
| Staff based at each worksite | |