

## Role Name: Senior Policy Officer, Medical

### Role data

<b>Position no.</b>	E13033	<b>Work Area Profile</b>	Medicine
<b>Work Level Classification</b>	Level 7	<b>Directorate/Business Unit</b>	National Strategy and Policy
<b>Reports to (role)</b>	Program Manager, IMG Pathways Review	<b>Location</b>	Melbourne
<b>No. direct reports</b>	Nil	<b>No. of indirect reports</b>	Nil
<b>Version date</b>	July 2023	<b>Tenure</b>	Fixed Term

DRAFT

### 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](http://www.ahpra.gov.au)

The medical team is situated within the Ahpra National Strategy and Policy directorate. The team works with the Medical Board of Australia (MBA) to deliver the regulatory plan and to develop registration standards, codes and guidelines related to the regulation of registered pharmacists.

### Role purpose

The Senior Policy Officer works as part of a team, to support the MBA and its committees in their regulatory role. This includes policy and standards development, through researching and developing registration standards, professional standards, codes and guidelines and policy which meet the MBA's requirements and undertaking appropriate internal and external stakeholder consultation.

The key focus of the role is to manage the delivery of the activities and projects from the MBA's regulatory plan (work plan) related to the regulation of the medical profession, particularly the registration and registration pathways for international medical graduates (IMGs).

The Senior Policy Officer works collaboratively with the Executive Officer, Medical and the other members of the team that supports the MBA.

### Key accountabilities

- Work with all members of the medical team to achieve the collective MBA work plan, particularly in relation to matters related to IMGs.
- Develop a project plan for the review of IMG registration processes, relevant registration standards and guidelines.
- Develop concept papers and stakeholder engagement plans in relation to the review of IMG registration processes, relevant registration standards and guidelines.
- Lead the various elements in the project plan that will be a mix of policy and process development and coordinate with other staff who will be contributing to parts of the project

- Prepare and provide regular reports on project/policy activities, milestones and progress to the MBA and relevant committees.
- Develop and manage project / policy budgets, risk management, stakeholder engagement, communications, project performance against critical success factors and project closure.
- Work with other Ahpra staff to deliver the project noting that parts of the work will be done by other staff or working collaboratively with other staff.
- Proactively consult with relevant internal and external stakeholders to obtain relevant contemporary information to inform policy and project development and / or to gain an indication of the likely impact of proposed policies, standards or guidelines
- Provide timely and accurate advice including through formal correspondence to internal and external stakeholders regarding projects, new or revised policies, standards or guidelines.
- Undertake necessary research to inform the project.
- Provide secretariat support to any relevant committees; to ensure meetings are well organised, briefing papers are of a high standard and actions and decisions are recorded and implemented in a timely manner, to meet Board requirements.
- Develop papers for Ministerial Council, the Jurisdictional Advisory Committee, the Jurisdictional Officers Forum and other groups, as required.
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants meaning 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	Advanced
Generates and delivers the strategic vision	Advanced
Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Advanced
Builds constructive working relationships	Advanced
Communicates effectively	Advanced
Demonstrates accountability in delivering results	Advanced

Uses information and technology systems	Intermediate
Displays personal drive and integrity	Advanced

Qualifications/Experience	Required
<b>Qualifications</b>	Tertiary qualifications in a relevant discipline. It is not necessary to be a health practitioner.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Deep knowledge of registration processes of international medical graduates, including specialist IMGs</li> <li>• Experience in development of policy advice, ideally relating to health practitioner regulation</li> <li>• Project management skills</li> <li>• Sound understanding of corporate governance and regulatory systems</li> <li>• Well-developed conceptual and analytical skills</li> <li>• Demonstrated time management, planning, problem solving and organisational skills.</li> <li>• Sophisticated oral and written communication skills</li> <li>• Strong relationship building capabilities and influencing skills</li> <li>• Strong interpersonal skills with the ability to work collaboratively and effectively with others.</li> </ul>

### Key relationships

Internal relationships	External relationships
Medical team – Executive Officer, Policy Managers, Project Managers, Board Support Officer and Executive Assistant	Professional organisations, particularly specialist medical colleges
Medical Board of Australia and its committees	
Strategy and Policy – policy staff, including Executive Officers and National Manager Intergovernmental Relations	
Regulatory Operations, including National Directors, particularly Legal and Registration	
Information Technology including forms development and webservices	
Finance and Risk - including procurement	