

Executive Officer

Position no.	Various	Work Area Profile	Regulatory Governance
Work Level Classification	Level 8	Directorate/Business Unit	Strategy and Policy
Reports to (role)	Executive Officer - Group Lead	Location	Flexible
No. direct reports	Up to 5	No. of indirect reports	1
Version date	March 2021	Tenure	Ongoing, Full-time

Work area profile

Ahpra's Strategy and Policy directorate exists to protect the public through whole of National Scheme strategy, policy, engagement and regulatory governance functions that are effective and responsive.

The directorate provides high quality services that are national and run across the professions we regulate. The directorate works in partnership with National Boards and collaboratively with accreditation authorities and key partners.

The role contributes to Ahpra's overall mission, which 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.

Role purpose

Working to support the Regulatory Governance function of Ahpra's Strategy and Policy directorate, the Executive Officer builds trust and confidence in the collaborative relationship between the National Board and Ahpra.

This role is responsible for providing high-level executive and secretariat support, including strategic governance and regulatory advice, that ensures both good regulatory governance and strong functional relationships between the National Board, Ahpra, and the Accreditation authority.

The Executive Officer works collaboratively and constructively with colleagues across Ahpra to support the work of Ahpra and National Boards to effectively implement National Board regulatory policy.

Key Accountabilities

- **Governance**
 - Provide executive leadership and support to the Board, through attaining and maintaining extensive understanding of the role and responsibilities of Ahpra, including and understanding the Ahpra operating environment more broadly
 - Display leadership contributing to the delivery of the National Scheme strategy and Health Profession Agreement, and uphold the objectives and guiding principles of the National Law
 - Oversee governance activities and functions, including papers, processes, and registers

- Collaborate, coordinate and oversee the administration of Board's activities and functions i.e. with Ahpra finance on the Board's budget or Accreditation authority on accreditation matters
- Develop and implement regulatory work plans that provide strategic direction for the profession
- Coordinate and undertake detailed or sensitive profession-specific projects and facilitate cross-profession projects that impact on the strategic or operational outcomes of the Scheme.
- Provide advice and guidance to support high quality governance decision making
- Coordinate issues management and resolution
- **Policy**
 - Lead advice and guidance on regulatory policy matters, with an awareness of possible impact on strategic, political or operational outcomes for Ahpra
 - Contribute subject matter expertise on the regulation of health practitioners, including Board-specific policy and regulatory context, to support the work of Ahpra and National Boards
 - Foster a culture of effective teamwork and cross-professional collaboration, to support development, coordination, and implementation of cross-profession and multi-profession policy and initiatives
 - Lead profession specific policy initiatives, including development of standards, codes, guidelines, within established legislative and policy frameworks. Resolve issues and deliver high quality outcomes with a high level of independence
 - Facilitate and lead policy consultation activities and negotiate on complex stakeholder issues
 - Apply profession specific and subject knowledge to identify emerging issues and risks, including their implications for regulatory policy.
 - Ensure compliance with best-practice principles of regulation, including taking a proportionate approach to managing risk.
- **Engagement**
 - Support the National Board to effectively communicate and engage with its stakeholders and continuously develop constructive relationships
 - Provide high level support and guidance to the National Board Chair, including supporting the Chair in fostering an effective partnership between the National Board and Ahpra to achieve the National Scheme Strategy
 - Manage and lead profession specific stakeholder relationships through change, resolving conflict and managing sensitivities
 - Engage and collaborate with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation
 - Lead development and implementation Board communications plan and activities
 - Contribute to multi-profession and scheme wide communications and engagement activities
 - Promote Scheme objectives and contribute to achieving the objectives of the National Scheme Engagement Strategy
- **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	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

Qualifications/Experience	Required
Qualifications	Tertiary qualifications in a relevant field such as regulation, public health, policy, government administration or other relevant degree.
Experience	<p>Contributes to and promotes a high-performance culture.</p> <p>A strategic thinker, demonstrating an outstanding understanding of government regulation in the public interest through risk-based approaches. Has sound research, analytical, conceptual and problem-solving skills and capacity to provide robust advice to support decision-making.</p> <p>A fluent communicator, with outstanding interpersonal and written communication skills, together with experience in managing consultation processes. A persuasive public speaker with the ability to represent AHPRA and the National Board externally at forums and meetings.</p> <p>Organisationally and culturally aware, with an outstanding track record of building constructive and respectful relationships with internal and external stakeholders. A collaborative team player, able to drive efforts across professions and to coach and develop others. Adaptable and receptive to new ideas and ways of working; cooperates successfully with others in the pursuit of team goals, responds and adjusts easily to changing work demands and circumstances including the occasional need to work outside of normal business hours and/or travel to attend meetings.</p> <p>Shows high levels of professionalism and probity, preparedness to engage responsibly with risk, sound judgment, courage, resilience and a high level of self-awareness.</p>

Key relationships

Internal Relationships	External Relationships
National Director, Regulatory Governance	Accreditation Authority Governments, Health Ministers and departmental staff Practitioners Professional associations and unions, student groups and education providers Accreditation and training bodies Employers
Executive Director, Strategy and Policy and Health Workforce	
National Executive	
Chair and members of the National Board, delegated decision-making committees and advisory groups	
National Directors	
State and Territory Managers	
National Operations Manager, Regulatory Secretariat and staff	
Regulatory Operations staff at all levels, especially National Managers	
National Program Manager, Board Governance and team	
Legal team	