

Position description

Senior Policy & Project Officer, Strategy and Policy Directorate – National Office

Position data

Position no.	E10471	Review Date	2020
Work level	AHPRA Level 7	Directorate/business unit	Strategy & Policy
Reports to (role)	Strategic Policy Coordinator	Operating budget	Policy and Accreditation
Number of direct reports	0	Location	AHPRA National Office - Level 7, 111 Bourke Street, Melbourne
Positions reporting to this role	0	Status	until 13 September 2019 with the possibility of extension
Number of indirect reports	0	Close Date	Please refer to job advertisement

Position purpose

Working under the guidance of the Strategic Policy Coordinator to support multiprofession policy and standards development.

Working as part of the Strategy and Policy Directorate team, the Senior Policy and Project Officer will contribute by developing multiprofession registration standards and professional codes, standards, guidelines and policy which meet the National Boards' requirements.

Key result areas

Accountabilities	Key Activities
Research & Policy Development	<ul style="list-style-type: none"> • Develop and review registration standards and professional codes, standards, guidelines and policy for the National Boards which meet the objectives and guiding principles of the National Law and good regulatory practice. • Undertake research in order to assist the Strategic Policy Coordinator to provide advice to the National Boards and AHPRA regarding policy issues. • Review and analyse best available evidence on international developments to inform best practice professional standards and policy for the health professions. • Assist in the development of policy, codes and standards across all National Boards. • Develop supplementary materials to complement policies, standards or guidelines to ensure stakeholders' understanding and a nationally consistent approach to implementation including decision making. • Provide specialist advice to internal and external stakeholders in relation to registration standards and professional codes, standards, guidelines and policy development. • In consultation with the National Director and Policy Coordinator, manage the portfolio of activity related to multi-profession policy. • Develop operational plans and processes associated with the implementation of revised core registration standards.
Project and Operational Management	<ul style="list-style-type: none"> • Develop or participate in the development and management of workplans to deliver key policy projects • Develop or participate in the development of concept papers and business cases for consideration by the National Boards for a future project or research activity. • Participate in, and / or develop and implement project plans to ensure that registration standards and professional codes, standards, guidelines and policy are developed within relevant timeframes and funding • Participate in, and / or co-ordinate internal or external resources which have been allocated to research activities and approved projects. • Convene and or facilitate efficient project meetings to ensure all project stakeholders and staff are informed of relevant developments.
Stakeholder Consultation	<ul style="list-style-type: none"> • Establish and maintain effective relationships with key stakeholders internally and externally. • Consult with relevant stakeholders to obtain relevant contemporary information to inform policy development and / or to gain an indication of the likely impact of proposed policies, standards or guidelines. • Use consultation tools to facilitate productive, efficient and effective stakeholder consultation in accordance with AHPRA Guidelines on consultation and publication to ensure identified outcomes are achieved. • Provide timely and accurate advice to internal and external stakeholders regarding the way in which new policies, standards or guidelines should be applied. • Consult with relevant internal experts e.g. National Legal, Board and Committee members to inform registration standards and professional codes, standards, guidelines and policy development. • Develop papers for Ministerial Council, AHMAC and Health Workforce Principal Committee as required.

Secretariat	<ul style="list-style-type: none"> • Provide support as agreed with the Strategic Policy Coordinator; 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 AHPRA and Board requirements. • Contribute to the development of systems and processes that guide the Strategy and Policy Directorate in support of the National Boards. • Draft correspondence as required, in response to queries received.
Mandatory Accountabilities for all Employees	
Our way of working	<p>Incorporate the AHPRA Way of Working into daily work practices. Comply with the AHPRA Code of Conduct and all other AHPRA policies and procedures. Adhere to and apply the information contained in any AHPRA mandatory or job related training.</p>
Workplace Health & Safety Management	<p>Adhere to AHPRA's workplace health and safety policies and procedures. Take reasonable care for own and others health and safety. Identify and report any health and safety problem, hazard/risk or defect which may give rise to danger. Report any health and safety incident immediately and implement measures to rectify cause. Complete all mandatory or additional workplace health and safety training as required by AHPRA. Follow any reasonable instruction by management in relation to workplace health and safety.</p>
Customer Service	<p>Deliver a professional, proactive, accurate, efficient, confidential and customer focused service to a wide range of internal and external stakeholders.</p>
Self Development	<p>Participate in periodic performance appraisals. Complete agreed activities in performance improvement plans or development plans.</p>
Mandatory Accountabilities for all Managers	
Our way of working	<p>Incorporate the AHPRA Way of Working into daily work practices. Comply with the AHPRA Code of Conduct and all other AHPRA policies and procedures. Adhere to and apply the information contained in any AHPRA mandatory or job related training.</p>
Workplace Health & Safety Management	<p>Adhere to AHPRA's workplace health and safety policies and procedures. Take reasonable care for own and others health and safety. Identify and report any health and safety problem, hazard/risk or defect which may give rise to danger. Report any health and safety incident immediately and implement measures to rectify cause. Ensure you and your staff completes all mandatory or additional workplace health and safety training as required by AHPRA. Follow any reasonable instruction by management in relation to workplace health and safety.</p>
Customer Service	<p>Role model and lead employees to deliver a professional, proactive, accurate, efficient, confidential and customer focused service to a wide range of internal and external stakeholders.</p>
Self Development	<p>Participate in periodic performance appraisals. Complete agreed activities in performance improvement plans or development plans.</p>
People Management	<p>Demonstrate leadership of team (and function) to deliver capability and consistency Provide advice and/or guidance to team members on the application of policy and procedures and provide agreed training Coordinate team priorities and activities</p>

Key requirements

Key stakeholders	Qualifications / experience	Personal attributes
<p>Internal</p> <p>Strategy and Policy – policy staff, including Executive Officers and National Manager Intergovernmental Relations</p> <p>Regulatory Operations, including National Directors, particularly Legal, Registration and Compliance</p> <p>Business Services - forms, Webservices</p> <p>Regulatory Policy and Implementation Working Groups</p>	<p>Required</p> <ul style="list-style-type: none"> • Bachelor Degree in a relevant area of expertise or professional practice. • Considerable experience in the development of health profession policy advice, ideally relating to health practitioner regulation. • Sound understanding of corporate regulatory systems and governance. • A good understanding of how governments regulate in the public interest, stakeholder consultation processes and probity issues. • Sound understanding of project management methodology. <p>Desirable</p> <ul style="list-style-type: none"> • Qualifications and/or experience in health policy and/or research and/or behavioural insights / behavioural economics would be highly regarded 	<ul style="list-style-type: none"> • Well-developed conceptual and analytical skills. • Sophisticated written and verbal communication skills. • Strong relationship building capabilities and influencing skills. • Professional resilience.