

## Senior Project and Policy Officer, Nursing and Midwifery - National Office

Position number	E10476
Work type	full-time permanent
Location	AHPRA National Office - Level 7, 111 Bourke Street, Melbourne
Closing date	
Classification	AHPRA Level 7
Reporting to	Policy Manager, Nursing & Midwifery
Contact	<p><b>Enquiries:</b> Petrina Halloran, Policy Manager, Nursing and Midwifery, <a href="mailto:Petrina.Halloran@ahpra.gov.au">Petrina.Halloran@ahpra.gov.au</a>, +61 (03) 8708 9010</p> <p><b>Submissions:</b> Human Resources, <a href="mailto:recruitment@ahpra.gov.au">recruitment@ahpra.gov.au</a>, +61 (03) 8708 9369</p>

### Organisational Context

The Australian Health Practitioner Regulation Agency (AHPRA) is a national organisation established to implement a modern national regulatory system for health professionals. AHPRA and 14 National Boards work in partnership to deliver the National Registration and Accreditation Scheme, which started in Australia on 1 July 2010 (18 October 2010 for Western Australia). The purpose of health practitioner regulation is to protect the public, by making sure that only health practitioners who have the skills, qualifications and knowledge to provide safe care are registered to do so.

AHPRA reports to the Australian Health Workforce Ministerial Council and is governed by an Agency Management Committee appointed by the Ministerial Council.

AHPRA has an office in each state and territory responsible for most operational matters and a national office in Melbourne. AHPRA supports the operations of the National Boards and their state and territory boards and committees.

AHPRA and the National Boards each have a set of responsibilities and functions that are set out in the *Health Practitioner Regulation National Law Act*, as in force in each state and territory. AHPRA and the National Boards work in partnership to regulate the professions and implement the National Scheme. This includes maintaining a national public register of health practitioners, managing concerns about the health, performance or conduct of registered practitioners, and registering practitioners who meet the standards set by the Boards.

The health professions currently included in the National scheme are:

Aboriginal and Torres Strait Islander Health Practice	Occupational Therapy
Chinese Medicine	Optometry
Chiropractic	Osteopathy
Dental	Paramedicine
Medical	Pharmacy
Medical Radiation Practice	Physiotherapy
Nursing and Midwifery	Podiatry and Psychology

## The Job

The purpose of the role is to work as part of a team, to support the Nursing & Midwifery Board of Australia (NMBA) and its Committees in their regulatory role, policy and standards development by researching and developing registration standards, professional codes, standards, guidelines and policy which meet the National Board's requirements, and undertaking appropriate internal and external stakeholder consultation as required. A key focus of the role is to oversee the National Board's project portfolio to ensure that the project deliverables are completed on time and within budget. This requires the coordination of internal and external resources relevant to the National Board project portfolio. The Senior Project and Policy Officer provides oversight to the Project and Policy Administration Officer.

## Key Result Areas

The Senior Project and Policy Officer, Nursing & Midwifery will be required to:

### Management and leadership

- Work collaboratively with the Policy Manager, Nursing & Midwifery and Executive Officer, Nursing and Midwifery, AHPRA peers, and the State and Territory Offices to achieve the collective NMBA work plan
- Manage a specific portfolio of activity
- Oversight and management of the NMBA's project portfolio to ensure the delivery of projects on time and budget, and in accordance with AHPRA standards
- Ensure the Board and Committee agreed work plan for a designated portfolio within Nursing & Midwifery is delivered
- Bring best industry practice with a focus on stakeholder engagement, ensuring a coordinated approach to engaging with key stakeholders
- In consultation with the Policy Manager, Nursing & Midwifery undertake continuous improvement initiatives relating to, projects, policy development, governance and collaborative knowledge sharing
- As required or delegated, manage temporary resources / contractors to undertake project or short term work

### Stakeholder consultation

- 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
- Communicate regularly and clearly with key stakeholders on project status, including providing updates to various internal and external committees and stakeholder groups.
- Develop reports and briefings for key internal stakeholders including AHPRA Agency Management Committee and the National Executive for review and approval by the EO or Policy Manager.
- Prepare and provide regular reports on project activities, milestones and progress to the National Board and Steering Committee.
- Facilitate productive, efficient and effective internal and external stakeholder consultation via forums and written submissions in accordance with AHPRA Guidelines on consultation and publication to ensure the National Board's outcomes are achieved
- Provide timely and accurate advice to internal and external stakeholders regarding projects, new policies, standards or guidelines.
- Consult with relevant internal and external experts e.g. Legal Services Team, Finance, Board and Committee members to inform registration standards, professional codes, standards, guidelines and policy and project development
- Initiate and draft papers for Ministerial Council for review by Policy Manager, Nursing and Midwifery or Executive Officer, Nursing & Midwifery

### **Research and policy development**

- Undertake research in order to assist the Policy Manager, Nursing & Midwifery and Executive Officer, Nursing & Midwifery to provide advice to the National Board regarding project and professional matters
- Develop and review registration standards, professional codes, standards, guidelines and policy for the National Boards which meet the National Board's legislative requirements and regulatory expectations
- Review and analyse best available evidence on international developments to inform best practice regulation and professional standards 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 internal and external stakeholders' understanding and a nationally consistent approach to implementation including decision making
- Provide specialist advice to internal and external stakeholders in Australia in relation to registration standards, professional codes, standards, guidelines and policy

### **Project and operational management**

- Facilitate and confirm project scope, goals, deliverables and benefits consistent with the approved project plan and budget across the National Board project portfolio.
- Plan and prioritise all deliverables and resources across the National Board project portfolio based on the project goals.
- Manage schedules, the project budget and overall project organisation to ensure requirements and project deliverable dates are clearly communicated, understood and executed.
- Manage key contracts related to the National Board project portfolio
- Regularly report on project progress and milestones to internal and external stakeholders
- Track project deliverables and communicate with the Policy Manager, Nursing & Midwifery and Executive Officer and internal stakeholders to ensure projects are delivered on time and within budget.
- Together with the Policy Manager, Nursing & Midwifery and Executive Officer actively monitor project progress including risks and scope creep.
- identify potential problems and proactively identify solutions to address them.
- Provide project management expertise across the National Board project portfolio
- Develop and manage work plans related to designated portfolio and the respective National Board committees, to manage the workload and deliver on the National Board's strategic plan
- Develop concept papers and business cases, as delegated, for consideration by the National Board for a future project or research activity
- Organise project meetings to ensure all external contractors, team members, stakeholders and staff are informed of relevant developments.

### **Secretariat**

- Provide support to the Executive Officer, Policy Manager and designated National Board 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
- Contribute to the development of systems and processes that guide National Board Services in support of the National Boards
- Initiate and draft correspondence as required, in response to queries received
- Consult with the Policy Manager as required in relation to correspondence matters

### **Our Way of Working**

- Incorporate the AHPRA Way of Working into daily work practices
- Comply with the AHPRA Code of Conduct and all other AHPRA policies and procedures
- Understand and apply the information contained in any AHPRA mandatory or job related training

### **Service**

- Improve the customer experience for the public, health practitioners, employers and other stakeholders
- Lead employees to deliver a professional, proactive, accurate, efficient, confidential and customer focused service

### **Workplace Health and Safety Management**

*Employee*

- Adhere to AHPRA's workplace health and safety policies and procedures and following any reasonable instruction by management
- Take reasonable care for own and others health and safety
- Report any health and safety problem, hazard/risk or defect which may give rise to danger and immediately implement measures to rectify cause
- Complete workplace health and safety training as required by AHPRA

*Manager*

- 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 of any incidents
- Ensure employees have completed all mandatory or additional training

**People Management**

- 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

## Selection Criteria

The ideal applicant will have:

- Experience in development of policy advice, ideally relating to health practitioner regulation
- Demonstrated project management experience
- Skills and expertise to oversight and manage a project portfolio to ensure the delivery of projects on time and budget, and in accordance with AHPRA standards
- Experience working as a nurse or midwife
- Sound understanding of corporate governance and regulatory systems
- Experience working in a regulatory environment, preferably with Boards
- An understanding of how governments regulate in the public interest, consultation processes and probity issues
- Well-developed conceptual and analytical skills
- Demonstrated time management, planning and organisational skills.
- Sophisticated oral and written communication skills
- Strong relationship building capabilities and influencing skills
- Strong interpersonal skills with the ability to work collaboratively and effectively with others.
- Ability to adapt and respond to a changing and complex environment.
- Resilience and integrity

## Qualifications

- Tertiary qualification in a relevant field