

## Position description

### Administrative Coordinator (Transition)

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#### Position data

<b>Position no.</b>	TC296	<b>Review Date</b>	To be confirmed
<b>Work level</b>	AHPRA Level 5	<b>Directorate/business unit</b>	Notifications, Regulatory Operations
<b>Reports to (role)</b>	Program Manager Notifications	<b>Operating budget</b>	Notifications
<b>Number of direct reports</b>	Nil	<b>Location</b>	Any AHPRA office
<b>Positions reporting to this role</b>	Nil	<b>Status</b>	Full time, fixed term until 31 December 2018
<b>Number of indirect reports</b>	Nil	<b>Close Date</b>	Please refer to job advertisement

#### Position purpose

The Transition Administrative Coordinator supports the National Notifications leadership team by coordinating administrative activity to enable implementation of a transitional structure and ongoing consultation on a new model for AHPRA's notification function.

Reporting to the Program Manager Notifications, it is expected that the role will work closely with the National Director Notifications and notifications leadership team on programs of work that support the notifications function, as well as working proactively to build and manage key stakeholder relationships within AHPRA.

## Key result areas

Accountabilities	Key Activities
<b>Administrative Coordination</b>	<p>Develop, implement and maintain administrative processes and systems that support the National Notifications transitional leadership team in the implementation of the future model for notifications.</p> <p>Provide executive support to the National Notifications transitional leadership team, including diary management and other tasks as required.</p> <p>Manage, prepare and coordinate agenda papers and correspondence for the National Notifications transitional leadership team.</p> <p>Coordinate and manage events for the notifications function, e.g. working groups, teleconferences, conferences and forums and other inter-office meetings as required.</p> <p>Lead the coordination of project activities as required by the National Notifications Transitional Leadership Team.</p> <p>Develop and maintain project plans and provide up-to-date progress reports to the leadership team for broader reporting</p>
<b>Stakeholder Management</b>	<p>Develop and maintain a positive rapport and effective working relationships with internal and external stakeholders.</p> <p>Proactively engage with internal and external stakeholders to facilitate the achievement of objectives of the National Notifications transitional leadership team.</p> <p>Respond promptly to key stakeholder requests, collate and disseminate relevant information, seek to proactively identify and remediate problems, escalate issues when required, and effectively prioritise responses to key stakeholders.</p>
<b>Mandatory Accountabilities for all Employees</b>	
<b>Our way of working</b>	<ul style="list-style-type: none"> <li>• Incorporate the AHPRA Way of Working into daily work practices.</li> <li>• Comply with the AHPRA Code of Conduct and all other AHPRA policies and procedures.</li> <li>• Adhere to and apply the information contained in any AHPRA mandatory or job related training.</li> </ul>
<b>Workplace Health &amp; Safety Management</b>	<ul style="list-style-type: none"> <li>• Adhere to AHPRA's workplace health and safety policies and procedures.</li> <li>• Take reasonable care for own and others health and safety.</li> <li>• Identify and report any health and safety problem, hazard/risk or defect which may give rise to danger.</li> <li>• Report any health and safety incident immediately and implement measures to rectify cause.</li> <li>• Complete all mandatory or additional workplace health and safety training as required by AHPRA.</li> <li>• Follow any reasonable instruction by management in relation to workplace health and safety.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Deliver a professional, proactive, accurate, efficient, confidential and customer focused service to a wide range of internal and external stakeholders.</li> </ul>

<b>Self Development</b>	<ul style="list-style-type: none"> <li>• Participate in periodic performance appraisals.</li> <li>• Complete agreed activities in performance improvement plans or development plans.</li> </ul>
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## Key requirements

Key stakeholders	Qualifications / experience	Personal attributes
<p><b>Internal</b></p> <p>National Executive</p> <p>National Boards and Committees</p> <p>Regulatory Operations Executive</p> <p>Regulatory Operations Staff</p> <p><b>External</b></p> <p>Health Practitioners</p> <p>Notifiers</p> <p>National and International Regulators</p> <p>Complaint Bodies</p> <p>Legal representatives / insurers</p> <p>Consumer groups</p>	<p><b>Required</b></p> <p>Demonstrated prior involvement in a range of challenging projects.</p> <p>Extensive knowledge of Microsoft suite of applications, with Advanced Excel skills</p> <p><b>Desirable</b></p> <p>A Certificate IV or above in Business Management (or equivalent demonstrated experience).</p>	<p>Demonstrated organisational skills, including the ability to effectively prioritise and manage multiple tasks and deadlines whilst ensuring attention to detail.</p> <p>Keeps the customer (internal and/or external) as the focal point of all activity and strives to address customer needs and concerns.</p> <p>Strong interpersonal skills with the ability to build and maintain productive working relationships.</p> <p>Demonstrated high level written and verbal communication skills</p> <p>Demonstrated high levels of initiative and has a solution focused approach with demonstrated ability to exercise judgment, and resolve issues independently.</p> <p>Listens, interprets and accurately converses in a clear manner, providing timely delivery of information.</p> <p>Flexibility with the ability to cope with change and setbacks and demonstrate resilience in a changing environment.</p>

## Approval

National Executive	Employee
Name:	Name:
Signature:	Signature:
Date:	Date: