

Senior Aboriginal and Torres Strait Islander Engagement Officer

Role data

Position no.	E12300	Work Area Profile	Engagement & Government Relations
Work Level Classification	L6	Directorate/Business Unit	Strategy & Policy/ Statutory Appointments
Reports to (role)	Manager, Statutory Appointments	Location	Brisbane / Melbourne / Canberra / Sydney / Hobart
No. direct reports	Nil	No. of indirect reports	Nil
Version date	15 May 2023	Tenure	Fulltime Ongoing

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

The Statutory Appointments team manages the appointment process for National Health Practitioner boards, committees and panels in the National Scheme. Over 600 appointments/reappointments may be made in any one year.

The Statutory Appointments team is part of the Engagement & Government Relations Function, Strategy and Policy Directorate, which works closely with partners and key stakeholders (internal and external) to deliver strategic engagement and government relations activities that builds trust and confidence in the work of the National Scheme. We work collaboratively, openly and respectfully across Ahpra and with our external stakeholders and partners.

Commitment to cultural safety for Aboriginal and Torres Strait Islander Peoples

Ahpra and the National Scheme, in partnership with the National Scheme's Aboriginal and Torres Strait Islander Health Strategy Group (the Strategy Group) have committed to eliminating racism within healthcare in Australia.

Ahpra, as the health practitioner regulator, aims to make patient safety the norm for Aboriginal and Torres Strait Islander Peoples by ensuring registered health practitioners are practising their profession in a culturally safe way.

To achieve this, Ahpra and the 15 health profession National Boards working towards improving the representation of Aboriginal and Torres Strait Islander Peoples on Boards and Committees within the National Scheme to be representative of the communities in which we operate and serve.

Ahpra acknowledges the Traditional Owners of Country throughout Australia and their continued connection to lands, waters and communities. We pay our respect to Aboriginal and Torres Strait Islander cultures and Elders past and present.

This commitment is demonstrated in the development and implementation of its key strategies:

- [National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025 \(the Strategy\)](#)
- [Aboriginal and Torres Strait Islander Employment Strategy 2020-2025](#)
- [Ahpra Innovate Reconciliation Action Plan \(RAP\)](#)

Role purpose

You'll be responsible for building two-way relationships with Aboriginal and Torres Strait Islander stakeholders across the health sector and community.

Reporting to the Manager, Statutory Appointments, you'll support the implementation of the *Statutory Appointments Attraction and Selection Strategy 2021-2025* and the *National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025*.

You will regularly collaborate and receive support from the Aboriginal and Torres Strait Islander Health Strategy Unit (HSU). The HSU is responsible for leading the implementation of the Strategy, the RAP and working with the Strategy Group.

You'll be required to work with a range of key internal and external stakeholders, success in this role derives from:

- your ability to elevate Ahpra's profile within the Aboriginal and Torres Strait Islander community to attract interest in appointment to Boards and Committees within the National Scheme.
- your strong connection to Aboriginal and Torres Strait Islander Peoples, communities, culture and working, knowing and living as an Aboriginal and/or Torres Strait Islander person.

Special/Equal Opportunity Measures

Ahpra considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this position.

This position is only open to Aboriginal and/or Torres Strait Islander applicants.

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and the following state/territory legislation:

- s25 of the Anti-Discrimination Act 1991 (QLD)
- sub-s26(3) and s28 12 of the Equal Opportunity Act 2010 (VIC)
- s 42(d) of the Discrimination Act 1991 (ACT)
- s41 of the Anti-Discrimination Act 1998 (TAS)
- s14(d)Anti-Discrimination Act 1977 (NSW)

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Key accountabilities

- Lead the effective implementation and evaluation of the *Statutory Appointments Attraction and Selection Strategy 2021-2025* and support implementation of the *National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025*
- Provide metrics and analytics on the progress of the strategy and identify actionable insights to outlined initiative
- Support Government Relations and Executive Officers seeking opportunities to appoint Aboriginal and Torres Strait Islander Peoples to Boards and Accreditation Authorities
- Guide selection advisory panel members through the selection process
- Initiate, engage and maintain a two-way working relationship with key internal and external Aboriginal and Torres Strait Islander stakeholders with respect and cultural safety
- Respond promptly to Aboriginal and Torres Strait Islander stakeholder requests, collate and disseminate relevant information, resolve standard problems, escalate issues when required, and effectively prioritise responses to stakeholders
- Implementation and facilitation of a mentoring/support program for Aboriginal and Torres Strait Islander board and committee members in the Scheme
- Contribute to establishing effective communication and networking between yourself, the Aboriginal and Torres Strait Islander Health Strategy Unit and members within the National Scheme
- Provide appropriate responses to statutory appointments enquiries from Aboriginal and Torres Strait Islander Peoples
- Work closely with the business unit to ensure workforce management planning and talent mapping initiatives to support a proactive approach in sourcing skilled and qualified Aboriginal and Torres Strait Islander candidates for statutory appointments within the National Scheme
- Participate and provide cultural expertise in the development and implementation of appropriate strategies to deliver to customers based on customer needs
- Undertake other duties as directed by the Manager, Statutory Appointments
- 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.

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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	Intermediate
Builds constructive working relationships <small>DRAFT</small>	Highly Advanced
Communicates effectively	Highly Advanced
Demonstrates accountability in delivering results	Intermediate
Uses information and technology systems	Intermediate
Displays personal drive and integrity	Advanced

Qualifications/Experience	Required
Qualifications	Tertiary degree qualification in a relevant discipline, or equivalent level of experience in healthcare administration or a regulatory/compliance-focused environment.
Experience	<ul style="list-style-type: none"> • Demonstrated experience in successfully leading Aboriginal and Torres Strait Islander engagement projects and providing advice at an advanced level. • Demonstrated ability to build consensus in complex and multi-stakeholder environments, including the ability to escalate issues appropriately, collaborate on solutions and provide thoughtful recommendations and advice. • Well-developed strategic thinking and ability to identify opportunities, plan, execute and review in a way which delivers on strategic outcomes and increases impact.

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	<ul style="list-style-type: none"> • Highly developed interpersonal, influencing and relationship-building skills, including an ability to communicate effectively and persuasively with stakeholders, particularly Aboriginal and Torres Strait Islander stakeholders. • Experience working in a regulatory or compliance-focused environment would be an advantage. • Ability to work autonomously, as well as part of a team. • Proven ability to work collaboratively and effectively as part of a small team environment, be self-motivated, show initiative and remain open to new ways of working.
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Key relationships

Internal relationships	External relationships
<ul style="list-style-type: none"> • Statutory Appointments Team • Government Relations Team • Engagement & Government Relations function • Executive Officers • Executive Assistants and Regulatory Secretariat • Engagement Liaison Officers • State/Territory Managers • Aboriginal and Torres Strait Islander Health Strategy Unit • Appointed members 	<ul style="list-style-type: none"> • Selection Advisory Panel members • Applicants for statutory appointments • Advertising vendors • Referees of applicants • Aboriginal and Torres Strait Islander health sector leaders and organisations • Commonwealth, State and Territory Department of Health, specifically workforce leads

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