



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

Australian Health Practitioner Regulation Agency

Executive Officer, National Office

Role data

Work Level Classification	Level 8	Directorate/Business Unit	Strategy and Policy
Version date	May 2019	Tenure	

Work Area

AHPRA's overall mission 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

Role purpose

The role of Executive Officer is to provide high-level executive support, leadership and guidance to the National Health Practitioner Board for the relevant profession (the National Board) and AHPRA.

Working as part of the Strategy and Policy Directorate, the Executive Officer is responsible for:

- facilitating the satisfactory delivery of the expected outcomes of the Health Profession Agreement that will be developed between AHPRA and the National Board;
- developing and managing key relationships with stakeholders both internally and externally; and
- maintaining the reputation and credibility of both AHPRA and the National Board.

A key part of this role is facilitating cross-professional collaboration, contributing to cross-professional work, and developing regulatory policy that can be translated into implementable regulatory procedures by AHPRA. As part of AHPRA's senior staffing structure, Executive Officers contribute to whole of scheme leadership and have regard to the objectives and guiding principles of the National Law, when facilitating the statutory functions of AHPRA and the National Board.

Key Accountabilities

- Provide executive leadership to the National Board in relation to the establishment, co-ordination and maintenance of systems and structures to ensure proper registration and regulation of the profession

- Actively assisting the National Board with the development of strategy and planning in the context of the current NRAS Strategy and the Health Profession Agreement
- Provide high quality advice that reflects consideration of scheme-wide impacts and external regulatory, political and stakeholder contexts to guide the National Board in the development of policy, guidelines and standards
- Responsible for ensuring the delivery of high quality secretariat service to the National Board
- Provide high quality advice, information and guidance to AHPRA's executive management
- Develop papers, terms of reference, policies and guidelines for consideration by the National Board, analyse and report to the National Board on policy and standards matters raised by stakeholder groups
- Other duties as directed by the relevant National Director
- 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.

Values	Capabilities	Proficiency level
Service	Commits to customer service	Advanced
	Displays leadership	Advanced
	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
Collaboration	Builds constructive working relationships	Advanced
	Communicates effectively	Advanced
Achievement	Demonstrates accountability in delivering results	Advanced
	Uses information and technology systems	Foundation
	Displays personal drive and integrity	Advanced

Qualifications/Experience	Required
Qualifications	Tertiary qualifications in a relevant field such as regulation, public health, policy, government administration or other relevant degree.
Experience	<p>Drives 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>

Position Schedule – Executive Officer, Chiropractic

Role data

Position no.	E10742		
Reports to (role)	National Director, Strategy and Research	Location	National Office Melbourne
No. direct reports	Nil	No. of indirect reports	Nil

Key relationships

Internal Relationships	External Relationships
Chiropractic Board of Australia Chair and members National Directors, Strategy and Policy Agency Management Committee National Executive Other National Boards and Executive Officers Members of the Senior Leaders Forum, including other National Directors and State/Territory Managers Strategy and Policy Directorate Business Services Directorate Regulatory Operations Directorate People and Culture Directorate	Governments and Health Ministers Chiropractors Professional associations and unions, including Australian Chiropractors Association (ACA) and Chiropractic Australia (CA) Chiropractic student groups and education providers Accreditation and training bodies, including the Council on Chiropractic Education Australasia (CCEA) Employers of Chiropractors International regulators of chiropractic