

## Senior Regulatory Officer – Registration

### Role data

<b>Position no.</b>	E11138	<b>Work Area Profile</b>	Registration
<b>Work Level Classification</b>	Level 5	<b>Directorate/Business Unit</b>	Regulatory Operations
<b>Reports to (role)</b>	Regulatory Advisor – Registration (Team Leader)	<b>Location</b>	Sydney
<b>No. direct reports</b>	Nil	<b>No. of indirect reports</b>	Up to 14
<b>Version date</b>	02 July 2018	<b>Tenure</b>	Ongoing, fulltime

### Work area profile

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](http://www.ahpra.gov.au)

In partnership with the National Boards, AHPRA's, Regulatory Operations Directorate, Registration division ensure only practitioners who have the skills and qualifications to provide safe care to the Australian community are registered to practise their profession. AHPRA publishes registers of practitioners (the national register) so that important information about the registration of individual health practitioners is available to the public.

### Role purpose

Reporting to the Regulatory Advisor – Registration (Team Leader), the Senior Regulatory Officer – Registration will, with a focus on AHPRA's values, deliver high performance, assess and process high-risk and complex applications for registration accurately and promptly, and in a manner that is consistent with the Regulatory Principles for the National Scheme, the National Law, registration standards, guidelines, and national organisational policies and procedures.

### Key Accountabilities

- *Deliver customer focused efficient, accurate assessing and processing of applications and other documents for registration of health practitioners consistent with current legislation, established policy, procedures and the delegated authority of the Board.*
- *Actively coordinate the day-to-day case management of applications for registration within a team and process complex applications that is consistent with agreed policies, processes, procedures, relevant Board's professional registration standards within KPI's timeframes.*
- *Exercise judgement and decision making to assess the eligibility and suitability of applicants for registration.*
- *Assess and approve applications for registration and renewal in accordance with the delegated responsibilities of the National Boards and AHPRA.*
- *Assist with the monitoring and management of all cases including liaison on a case by case basis with other functions about matters as required.*
- *Contribute to the identification of issues with legislation, policy, procedures, practices and processes relating to the registration of health practitioners.*
- Other duties as directed by the Regulatory Advisor – Registration (Team Leader).

- **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.
- **People Management:** Achieving organisational goals by effectively managing the team's and team members' workplace performance. This means to:
  - Enhance and encourage direct reports' potential through development and coaching activities;
  - Take actions to close identified performance gaps in a timely and effective manner;
  - Comply with AHPRA performance objectives setting, review and development processes;
  - Motivate direct reports' behaviour by providing clear direction and recognition of achievements as well as personally modeling AHPRA standards of behaviour.

## 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
<b>Service</b>	Commits to customer service	Intermediate
	Displays leadership	Foundation
	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
<b>Collaboration</b>	Builds constructive working relationships	Intermediate
	Communicates effectively	Intermediate
<b>Achievement</b>	Demonstrates accountability in delivering results	Intermediate
	Uses information and technology systems	Intermediate
	Displays personal drive and integrity	Intermediate

## Qualifications/experience

Qualifications/Experience	Required
<b>Qualifications</b>	<p>Diploma/Degree in Business Administration or equivalent and/or relevant experience.</p> <p>Certificate IV in Leadership and Management or equivalent and/or relevant leadership experience.</p>
<b>Experience</b>	<p>Demonstrated ability to work within a complex regulatory and service orientated environment with experience in understanding, interpreting and applying legislation and relevant registration standards and policies.</p> <p>Demonstrated experience in taking the lead in significant or complex situations and to influence change within a team or business function.</p> <p>Highly developed and effective written, oral and interpersonal skills, including a demonstrated ability in policy and procedure development; writing accurate and concise reports , presenting information, coordinating forums and workshops, and the ability to manage difficult clients and stakeholders.</p> <p>Highly developed analytical, conceptual and problem-solving skills, including the ability to effectively use written resources to find relevant information.</p> <p>Highly developed organisational skills, including the ability to prioritise and manage multiple tasks and deadlines and deliver quality accurate work, in a dynamic organisation.</p> <p>Highly developed knowledge of electronic data processing systems and software packages and their application.</p>

## Key relationships

Internal Relationships	External Relationships
National Boards, and their delegates	Applicants
National Manager Registration	Registered Health Practitioners
Regulatory Advisor – Registration Team Leader	General Public
Registration teams	Third party entities