

Role Name: Senior Policy and Project Officer, Podiatry

Role data

Position no.	TBC	Work Area Profile	National Boards Secretariat
Work Level Classification	Level 7	Directorate/Business Unit	National Strategy and Policy
Reports to (role)	Executive Officer	Location	Any
No. direct reports	One	No. of indirect reports	Nil
Version date	May 2024	Tenure	Fixed Term Full Time

Work area profile

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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 purpose of the Strategy and Policy directorate is to protect the public through whole of National Scheme strategy, policy, engagement and regulatory governance functions that are effective and responsive. We provide high quality services that are national and run across the professions we regulate. We work in partnership with National Boards and collaboratively with accreditation authorities and key partners.

As part of the Strategy and Policy directorate, the National Boards Secretariat team works with the Podiatry Board of Australia to deliver the regulatory plan and to develop registration standards, codes and guidelines related to the regulation of registered practitioners.

Role purpose

The Senior Policy and Project Officer works as part of the Board's Secretariat team with the Executive Officer to support the Podiatry Board of Australia (Board) and its relevant Committees in their regulatory role.

A key focus of the role is to oversee the National Board's policy and projects relating to the Board's response to the recommendations from the Independent review of the regulation of podiatric surgeons to ensure that the projects, policy and engagement deliverables are completed on time and within budget.

The role includes policy development, through researching and developing professional, standards, guidelines and policy which meet the Board's requirements, and engaging with internal and external stakeholders on issues relevant to the Board's response to the recommendations.

Key accountabilities

- Work collaboratively with the Executive Officer and the Policy and Project Officer, Podiatry, to deliver the objectives of the National Law and achieve the Board's regulatory and engagement plans relating to the projects relevant to the Board's response to the recommendations from the Independent review of the regulation of podiatric surgeons

- Oversight and management of the National Board’s policy and project work relating to the Board’s response to the recommendations.
- Manage schedules, the project budgets and overall policy and project organisation to ensure requirements and project deliverable dates are clearly communicated, understood and executed.
- Manage key contracts related to the relevant Board projects
- Develop policy and concept papers, business cases, and other materials as required as part of the policy, project and engagement work related to the relevant Board projects.
- Prepare and provide regular reports on project activities, milestones and progress to the Board and its Committees.
- 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.
- Provide timely and accurate advice to internal and external stakeholders regarding the relevant projects, new policies, standards or guidelines.
- Undertake research in order to assist the Executive Officer, to provide advice to the Board regarding relevant policy, project and professional matters.
- Provide support to the Executive Officer and relevant Board Committees; to ensure, briefing papers are of a high standard and decisions and actions are recorded and implemented in a timely manner, to meet Board requirements.
- 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.

Capabilities	Proficiency level
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	Intermediate
Builds constructive working relationships	Advanced
Communicates effectively	Advanced

Demonstrates accountability in delivering results	Advanced
Uses information and technology systems	Intermediate
Displays personal drive and integrity	Advanced

Qualifications/Experience	Required
Qualifications	Tertiary qualifications in a relevant field such as regulation, project management or other relevant degree highly regarded.
Experience	<ul style="list-style-type: none"> • Experience in development of policy advice, ideally relating to health practitioner regulation • Demonstrated project management experience • Sound understanding of corporate governance and regulatory systems • Experience working in a regulatory environment, preferably with Boards • Well-developed conceptual and analytical skills • Demonstrated time management, planning and organisational skills. • Sophisticated oral and written communication skills • Strong stakeholder engagement, relationship building and influencing skills • Strong interpersonal skills with the ability to work collaboratively and effectively with others.

Key relationships

Internal relationships	External relationships
Podiatry Board of Australia	Podiatrists and podiatric surgeons
Podiatry Board of Australia's, Strategic Planning and Policy Committee and relevant Board Advisory Groups	Podiatry and podiatric surgery professional associations
Executive Officer, Podiatry and Policy and Project Officer, Podiatry	Relevant government departments and agencies
Other Executive Officers when relevant	Co-regulatory partners
Ahpra Multiprofession policy team	Podiatry Accreditation Committee
Ahpra Regulatory operations teams	Education providers and students
Ahpra government relations team	Podiatrists Board of New Zealand
Ahpra engagement, communications and media team	Patient safety groups
Ahpra legal team	Indigenous Allied Health Australia
Ahpra Research, Evaluation and Insights team	Chief Allied Health Officers