

Policy and Project Officer – Streamlined pathways (non-medical)

Role data

Position no. (two)	E12727	Work Area Profile	Accreditation
Work Level Classification	Level 6	Directorate	Strategy and Policy
Reports to (role)	Program Manager – Streamlined Pathways (non-medical)	Location	Flexible
No. direct reports	Nil	No. of indirect reports	Nil
Version date	April 2024	Tenure	Fixed Term Full Time

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.

Ahpra's Accreditation Unit – comprising accreditation policy, program accreditation and qualifications assessment policy – provides expert advice to Ahpra's Accreditation Committee; Ahpra staff; National Boards and accreditation committees on accreditation matters, including strategic and policy-based projects. Part of this work includes providing policy advice to National Boards on assessing domestic and international qualifications that are not accredited or approved under the National Law.

Role Purpose

The Policy and Project Officer – Streamlined pathways (non-medical) (Policy and Project Officer) contributes to policy development and the implementation of deliverables against the project plan for the implementation of a framework for streamlined recognition of non-medical international qualifications and an enhanced end-to-end applicant journey for Internationally Qualified Health Practitioners (IQHPs).

With a focus on Ahpra's values to deliver high performance, the Policy and Project Officer plays an important role in ensuring policy advice and guidance is consistent with current legislation, established approaches and agreed principles.

Key Accountabilities

- Contribute to the development and implementation of strategic initiatives in accordance with agreed workplans
- Develop high-quality policy advice, agenda papers and progress reports
- Undertake research and policy development work to support implementation of accreditation policy initiatives in accordance with agreed workplans
- Provide timely advice to the Project Team and Steering Committee on issues and risks affecting implementation of agreed workplans

- Identify and resolve problems related to implementation of agreed workplans, and escalate matters where risk or complexity exceeds agreed thresholds
- Coordinate and provide support for Steering Committee and Advisory Group meetings
- Proactively consult with relevant stakeholders to obtain relevant contemporary information to inform research and policy development work, using consultation tools to facilitate productive, efficient and effective stakeholder consultation in accordance with Ahpra's consultation processes
- Contribute to the development of presentations for internal and external stakeholders, as required
- Contribute to the creation and maintenance of web-based information for internal and external stakeholders
- Other activities as reasonably requested by the line manager
- 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.

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

Qualifications/Experience

Qualifications/Experience	Required
Qualifications	Degree in a relevant field such as health policy, public policy or research, or equivalent relevant policy experience.
Experience	<p>Experience in the development of policy advice, ideally relating to health practitioner regulation, education or accreditation.</p> <p>Demonstrated ability to be adaptable and responsive, coping well under pressure, responding and adjusting easily to changing work demands and circumstances</p> <p>Demonstrated research, analytical and conceptual skills as they relate to policy development</p> <p>Demonstrated advanced organisational skills including excellent time management skills plus the ability to prioritise workload in response to time critical targets</p> <p>Demonstrated advanced written communication skills including experience drafting policy, writing reports and recommendations, and preparing agenda papers</p> <p>Advanced verbal communication, negotiation and influencing skills</p> <p>Advanced relationship building capabilities across a broad range of stakeholders</p> <p>Advanced problem solving and analytical skills and the ability to exercise sound judgment and resolve issues independently within agreed thresholds and escalate issues as required</p>

Key Relationships

Internal Relationships	External Relationships
Project team members	Accreditation Authorities, including the Health Professions Accreditation Collaborative Forum
Strategy and Policy – policy staff, including Executive Officers; Government Relations and Engagement teams; accreditation teams	International health regulatory and accreditation bodies
Regulatory Operations – including National Directors, National Managers and registration and legal teams	Co-regulators
National Boards	Professional associations and industry bodies
Specialist Accreditation Advisor	State and territory and Commonwealth representatives, including Jurisdictional Lead Officials
Other areas at Ahpra	Other Government agencies