

Regulatory Assistant – Registration Support

Role data

Position no.	E10974	Work Area Profile	Registration
Work Level Classification	Level 2	Directorate/Business Unit	Regulatory Operations
Reports to (role)	National Manager, Registration (Program Management)	Location	Adelaide
No. direct reports	Nil	No. of indirect reports	Nil
Version date	02 July 2018	Tenure	Fulltime, ongoing

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

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 National Manager Registration Program Management, the Regulatory Assistant – Registration Support will provide comprehensive administration and support services to the applicable National Manager and their teams within established national policies and procedures with a focus on AHPRA's values to deliver high performance.

Key Accountabilities

- Organise meetings/conferences, coordinate travel for nominated staff within the function, and act as the secretariat for meetings when required.
- Complete all work according to established process, standards, timeframes and quality benchmarks, as reviewed and agreed from time to time.
- Assist the applicable team with administrative tasks such as review/proof documents, issue communications, monitor and action nominated group mailboxes and maintain the national registration contacts list.
- Prepare general correspondence as required for internal and external stakeholders.
- Maintain electronic record systems so that documents are stored appropriately in accordance with AHPRA records management policies and are able to be retrieved for future reference and audit purposes.
- Provide high level administrative support to the applicable National Manager including calendar and email management where designated.
- Other duties as directed by the applicable National 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.

Values	Capabilities	Proficiency Level
Service	Commits to customer service	Foundation
	Displays leadership	Elementary
	Generates and delivers the strategic vision	Elementary
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Elementary
Collaboration	Builds constructive working relationships	Elementary
	Communicates effectively	Foundation
Achievement	Demonstrates accountability in delivering results	Foundation
	Uses information and technology systems	Elementary
	Displays personal drive and integrity	Foundation

Qualifications/experience

Qualifications/Experience	Required
Qualifications	Certificate II in Business Administration or equivalent and/or relevant experience.
Experience	<p>Demonstrated ability to work within a complex administrative environment.</p> <p>Demonstrated computer literacy with proficiency in a range of applications including Microsoft Office and experience using electronic databases.</p> <p>Sound interpersonal, written and oral communication skills and experience in dealing with people at all levels.</p> <p>Ability to work collaboratively and effectively as part of a small team environment and also show initiative and work independently when required.</p> <p>Ability to work independently as well as in a team environment to deliver assigned workload.</p>

Key relationships

Internal Relationships	External Relationships
National Director – Registration	General Public Education Providers
National Manager/s – Registration	
Senior Regulatory Advisor/s – Registration	
Registration teams	
Finance team	