

Role Name: Aboriginal and Torres Strait Islander Health Strategy Program Manager

Role data

Position no.	E10669	Work Area Profile	Health Strategy Unit
Work Level Classification	Level 8	Directorate/ Business Unit	Strategy and Policy
Reports to (role)	National Director, HSU	Location	Brisbane, Sydney or Melbourne
No. direct reports	1	No. of indirect reports	0
Version date	August 2022	Tenure	12 months fixed-term, with the possibility of extension.

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

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

The Health Strategy Unit (HSU) reflects the growing importance and scope of our program of work on reconciliation, cultural safety and anti-racism as part of our Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025. The Aboriginal and Torres Strait Islander HSU will coordinate the ongoing implementation of the Strategy and manage new initiatives.

Commitment to cultural safety for Aboriginal and Torres Strait Islander Peoples

Ahpra and the National Scheme, in partnership with the [National Scheme's Aboriginal and Torres Strait Islander Health Strategy Group](#) (the Strategy Group) have committed to eliminating racism within healthcare in Australia.

Ahpra, as the health practitioner regulator, aims to make patient safety the norm for Aboriginal and Torres Strait Islander Peoples by ensuring registered health practitioners are practising their profession in a culturally safe way.

This commitment is demonstrated in the development and implementation of its key strategies:

- [National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025 \(the Strategy\)](#)
- [Aboriginal and Torres Strait Islander Employment Strategy 2020-2025](#)
- [Ahpra Innovate Reconciliation Action Plan \(RAP\)](#)

Ahpra is committed to improving the representation of Aboriginal and Torres Strait Islander Peoples in employment across all levels of the National Scheme to be representative of the communities in which we operate and serve.

Role purpose

Ahpra and the National Boards work together to regulate Australia's 800,000 registered health practitioners across 15 professions in the National Registration and Accreditation Scheme (National Scheme). The Aboriginal and Torres Strait Islander Health Strategy Program Manager (Program Manager) is responsible for managing the delivery of the National Scheme's Aboriginal and Torres Strait Islander Health Strategy. This includes ensuring that the deliverables in the Ahpra Reconciliation Action Plan (RAP) and the initiatives to support the work of the Aboriginal and Torres Strait Islander Health Strategy Group are met. Building strong relationships with internal and external stakeholders, the Program Manager will have a strong respect for Aboriginal and Torres Strait Islander cultures. The role includes building strong, culturally appropriate relationships with internal and external stakeholders, and providing advice and leadership to Ahpra and National Boards on how best to deliver the program of work.

This role will work closely with the National Director HSU and the Program staff, National Executive, the Aboriginal and Torres Strait Islander Health Strategy Group, Ahpra National RAP Working Group, Executive Officers of National Boards and other stakeholders to drive the delivery of this important work, which is a priority project for Ahpra.

Reporting to the National Director HSU and being part of the broader Strategy and Policy Directorate, this role is preferably based in Brisbane, Sydney or Melbourne, but we may consider applications from those based in any Australian capital city. This role is likely to include interstate travel.

Special/Equal Opportunity Measures

Ahpra considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this position.

This position is only open to Aboriginal and/or Torres Strait Islander applicants.

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and the following state/territory legislation:

- s25 of the Anti-Discrimination Act 1991 (QLD)
- sub-s26(3) and s28 12 of the Equal Opportunity Act 2010 (VIC)
- s14(d) Anti-Discrimination Act 1977 (NSW)

Key accountabilities

Leadership

- Provide leadership to the National Scheme on how best to deliver and communicate the Aboriginal and Torres Strait Islander Health Strategy program.
- Manage the program, under the guidance of the National Director, including providing clear and positive leadership for the Program Officer, stakeholders and contributors.
- Be a passionate advocate for the program.
- Be the accountable, go-to person for this work and oversee the secretariat support for the Aboriginal and Torres Strait Islander Health Strategy Group and Ahpra National RAP Working Group.

Project management and planning

- Ensure the program and its initiatives and projects are delivered on time and on budget.
- Coordinate stakeholders and contributors and adapt the approach as required.

Stakeholder engagement

- Engage partners and key stakeholders, to ensure the strategy and its implementation are well supported and delivered in a timely way.
- Build and maintain strong, culturally appropriate and respectful relationships with stakeholders, partners and Aboriginal and/or Torres Strait Islander leaders and businesses.

Policy development and governance

- Oversee the secretariat support for the Aboriginal and Torres Strait Islander Health Strategy Group and Ahpra National RAP Working Group.
- Lead the development of systems, policies and processes that support the work program.
- Ensure the Aboriginal and Torres Strait Islander Health Strategy Group's, and the work programs, governance requirements are met.

Reporting and reviewing

- Provide regular progress reports of the work, to both internal and external stakeholders.
- Regularly review performance, make recommendations to the National Director on how to improve performance if needed, and make adjustments as required (and, if appropriate, as agreed by Ahpra, National Boards and/or the Aboriginal and Torres Strait Islander Health Strategy Group).

Communication

- Communicate effectively with internal and external stakeholders, including staying informed about relevant work being undertaken in other organisations and sectors, listening to the needs/concerns of partners and stakeholders, seeking feedback on the work and keeping stakeholders engaged and informed. This includes developing written communications, plans, presentations, etc.
- Oversee the communications support for the strategy, Strategy Group and Aboriginal and Torres Strait Islander Health Practice Board of Australia.

Workforce alignment

- Support Aboriginal and Torres Strait Islander health and cultural safety for Ahpra staff as an identified skill and capability for all levels across Ahpra as part of the capability framework and support the development of the Aboriginal and Torres Strait Islander recruitment and retention strategy.

Best practice sharing

- Keep abreast of developments in other sectors and organisations, be aware of best practice approaches, and incorporate these into the program, as appropriate.
- **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.
- **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 modelling Ahpra standards of behavior.

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	Advanced
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 qualification in health or public policy or similar and/or equivalent experience is desirable.
Experience	<p>Thorough understanding and demonstration of, and strong respect for, Aboriginal and Torres Strait Islander Peoples and cultures and cultural safety.</p> <p>Cultural safety, competency and awareness.</p> <p>Effective and positive leader with significant stakeholder engagement skills and the ability to lead and motivate others and inspire change.</p> <p>Experienced managing programs of work and/or projects relating to Aboriginal and Torres Strait Islander health, health practitioner regulation or education</p>

	<p>Well-developed conceptual and analytical skills.</p> <p>Strong communications skills, including verbal and written.</p> <p>A thorough understanding of stakeholder consultation processes and probity issues is desirable.</p> <p>Experience in working in regulatory environments.</p> <p>Experience in working in healthcare settings.</p>
--	---

Key relationships

Internal relationships	External relationships
Executive Director, Strategy and Policy	National Scheme Aboriginal and Torres Strait Islander Health Strategy Group
National Director, HSU	Aboriginal and Torres Strait Islander health sector leaders and organisations
Agency Management Committee	Accreditation authorities
National Boards	
National Executive	
Senior Leaders' Forum	
State/Territory Managers	
Executive Officers	