

Role name: Senior Project Manager, Kruk review

Role data

Position no.	E12713	Work area profile	Government Relations
Work level classification	Level 8	Directorate/Business unit	Strategy and Policy
Reports to (role)	National Director, Engagement and Government Relations	Location	Anywhere
No. direct reports	Nil	No. of indirect reports	Nil
Version date	March 2024	Tenure	Fixed Term, 12 months

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

The Government Relations team in the Engagement Function coordinate Ahpra's engagement with the nine Australian health departments and other government agencies. Our work includes sharing and reporting information, providing advice on matters about health practitioner regulation, practitioners, managing stakeholder forums with government officials and facilitating statutory appointments within the National Scheme. We aim to ensure Ahpra and National Boards have strong relationships with government that support safe health care for the community.

Role purpose

The Senior Project Manager, Kruk review is responsible for ensuring Ahpra and National Boards are implementing their commitments arising from the [Independent review of health practitioner regulatory settings](#) (the review). The role works closely with project leads across the Strategy and Policy Directorate, the inter-jurisdictional National Health Workforce Taskforce (NHWT) and their project teams in the roll out of the agreed implementation plan of the review, and reports to the National Director, Engagement and Government Relations.

The role may also provide leadership and support to other Ahpra based projects from time to time.

Key accountabilities

- Manage complex internal and external stakeholder relationships, balancing priorities to reach agreed outcomes.
- Lead, manage and coordinate projects from early inception and through delivery to completion; considering business needs, stakeholder engagement and change.
- Establish project plans and initiate project mobilisation: confirming project scope, estimate, resources, roles and responsibilities.
- Monitor progress and perform project reporting and review in accordance with Ahpra's governance framework. This includes in the management of grants and government funds where required.
- Developing project documentation, managing steering committees and workgroup meetings, ensuring clear communication and stakeholder expectations are managed.

- Build and maintain productive and collaborative relationships with state, territory, commonwealth government officers and other stakeholders, and negotiate agreed outcomes under externally driven deadlines.
- Engage with other Government Relations portfolio work as requested by the National Director, Engagement and Government Relations
- 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	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	Bachelor’s degree in a relevant field. Project qualifications or equivalent experience is desirable.
Experience	Strong experience in managing multiple and/or complex projects to quality, time and budget.

	<p>Deep experience in engaging and influencing internal and external stakeholders, to gain their confidence and foster collaboration, agreement and cooperation.</p> <p>Experience of working in and/or engagement with government.</p> <p>Significant management, communication and interpersonal skills, ability to work autonomously and negotiate with program owners.</p> <p>Ability to see the big picture across such areas as communications and media, IT, recruitment and operations.</p> <p>Outstanding communication skills and capacity to manage expectations.</p> <p>Excellent leadership skills, capacity to lead by example and develop strong personnel performance goals.</p> <p>Ability to troubleshoot issues and work with teams to find innovative solutions.</p> <p>Ability to multi-task, lend a hand where needed and work to tight deadlines.</p> <p>Team player, self-motivated and enthusiastic.</p>
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Key relationships

Internal relationships	External relationships
Project leads across Ahpra directorates	Health Departments
Relevant national directors	National Boards
Relevant national executives	End customers
Cross-directorate stakeholders / subject matter experts	
Relevant steering committee and working groups	