

Role name: Aboriginal and Torres Strait Islander Policy and Project Officer (Nursing and Midwifery) (Identified)

Role data

Position no.	E12668	Work area profile	Nursing and midwifery policy team
Work level classification	Level 6	Directorate/Business unit	Strategy and Policy
Reports to (role)	Policy Manager, Nursing and Midwifery	Location	Melbourne or Canberra
No. direct reports	Nil	No. of indirect reports	Nil
Version date	July 2024	Tenure	Permanent, 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

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 nursing and midwifery team is situated within the Ahpra National Strategy and Policy directorate. The team works with the Nursing and Midwifery Board of Australia (NMBA) to deliver the regulatory plan and to develop registration standards, codes and guidelines related to the regulation of registered nurses, enrolled nurses and midwives, embedding of the important work outlined in the Strategy, which is a priority for Ahpra.

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 and legislation:

- [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](#)
- [Legislative amendments to the National Law \(joint statement\)](#)

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

The Aboriginal and Torres Strait Islander Policy and Project Officer (Nursing and Midwifery) (Identified) is responsible for providing professional advisory services, project coordination and secretariat support to several working groups and reform projects.

The key focus of this role is to review and critically analyse the nursing and midwifery regulatory framework. The outcomes of this work will contribute to developing recommendations on cultural safety as they relate to Aboriginal and Torres Strait Islander Peoples, including care recipients, nurses, midwives, and respective students.

Working in a team, the Policy and Project Officer supports the NMBA and its Committees to meet NMBA's requirements and regulatory role. This includes conducting internal and external stakeholder consultation, researching and developing guidelines and policies.

Working in collaboration with an extensive range of key internal and external stakeholders, success in this role derives from:

- your strong connection to Aboriginal and Torres Strait Islander Peoples, communities and culture and working, knowing and living as an Aboriginal and/or Torres Strait Islander person.
- contributing to the continuous improvement of our ways of working, including changes to practices and processes that improve cultural safety for Aboriginal and Torres Strait Islander Peoples.

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:

- sub-s26(3) and s28 12 of the Equal Opportunity Act 2010 (VIC)
- s 42(d) of the Discrimination Act 1991 (ACT)

Key accountabilities

- Work collaboratively with the Policy Manager, Nursing & Midwifery, Executive Officer, Nursing and Midwifery, and the broader Nursing and Midwifery team to achieve the collective NMBA regulatory plan.
- Develop and maintain trusted working relationships with key stakeholders, particularly the Congress of Aboriginal and Torres Strait Islander Nurses and Midwives, Australian College of Nursing, Australian College of Midwives (CATSINaM), Australian College of Nurse Practitioners and the Australian Nursing and Midwifery Federation.
- Prepare and provide policy advice, agenda papers and regular reports on project activities, milestones and progress to the NMBA and Steering Committee.
- Actively manage and communicate project deliverables and activities, coordinate information flow and information requests, and ensure project milestones are met.
- 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.
- Undertake research in order to inform research and policy development work and to provide advice to the NMBA regarding project and professional matters.

- Contribute expertise to support the implementation of the Aboriginal and Torres Strait Islander Cultural Safety program of work, including providing clear and positive leadership for the NMBA and stakeholders.
- Professionally resolve stakeholder conflict with tact and diplomacy.
- Proactively identify risks to the program of work, develop and recommend means of mitigation.
- 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	Advanced
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	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	<p>Degree level qualification in health or public policy or similar and/or equivalent experience. Tertiary qualifications as a registered nurse or midwife would be highly regarded.</p> <p>Qualifications and/or experience in the Aboriginal and Torres Strait Islander health sector would be highly regarded.</p>

<p>Experience</p>	<p>Highly developed interpersonal, influencing and relationship-building skills, including an ability to communicate effectively and persuasively with stakeholders, particularly Aboriginal and Torres Strait Islander stakeholders.</p> <p>Demonstrated ability to build consensus in complex and multistakeholder environments, including the ability to escalate issues appropriately, collaborate on solutions and provide insightful recommendations and advice.</p> <p>Possesses a thorough understanding, demonstration of, and strong respect for, Aboriginal and Torres Strait Islander Peoples and cultural safety.</p> <p>Well-developed strategic thinking and ability to identify opportunities, plan, execute and review in a way which delivers on strategic outcomes.</p> <p>Demonstrated strong written communication skills and experience developing and writing policy or processes.</p> <p>Quality organisational skills including excellent time management skills plus the ability to prioritise workload in response to time critical targets.</p> <p>Sophisticated oral and written communication skills.</p>
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Key relationships

Internal relationships	External relationships
Nursing and Midwifery Board of Australia	CATSINaM
Multiprofession policy team	Other Aboriginal and Torres Strait Islander health sector leaders and organisations
Aboriginal and Torres Strait Islander Health Strategy Unit	Nursing and midwifery professional organisations
Ahpra regulatory operations	Nursing and midwifery education providers
	Accreditation authorities