

# Aboriginal and Torres Strait Islander Project Officer

## Role data

<b>Position no.</b>	E12115	<b>Work Area Profile</b>	Aboriginal and Torres Strait Islander Health Strategy Unit
<b>Work Level Classification</b>	Level 6	<b>Directorate/Business Unit</b>	Strategy and Policy
<b>Reports to (role)</b>	Aboriginal and Torres Strait Islander Program Manager	<b>Location</b>	Brisbane, Canberra, Hobart, or Melbourne
<b>No. direct reports</b>	0	<b>No. of indirect reports</b>	0
<b>Version date</b>	4 August 2021	<b>Tenure</b>	2 year fixed term contract

## 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](http://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.

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.

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

Reporting to the Aboriginal and Torres Strait Islander Program Manager (Identified), the Aboriginal and Torres Strait Islander Project Officer supports the implementation of Ahpra's [National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025](#), provides support for the [Ahpra Innovate Reconciliation Action Plan 2021-2023](#) (RAP) and works across Ahpra to embed cultural safety into the business and operations of Ahpra and in the healthcare system.

As the secretariat for the Culturally Safe Notifications Working Group this role is responsible for leading a project which works to embed cultural safety expertise in notifications/complaints processes upon guidance by the Working Group.

Working in collaboration with an extensive range of key internal and external stakeholders, success in this role derives from the ability to influence to gain commitment in the achievement of culturally safe practices and processes within Ahpra and the National Scheme stakeholders.

The role works closely with the Program Manager, Culturally Safe Notifications Working Group, the Aboriginal and Torres Strait Islander Health Strategy Group, Ahpra National Reconciliation Action Plan Group and other stakeholders to drive the delivery of this important work, which is a priority for Ahpra.

## 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:

- s 105 of the Anti-Discrimination Act 1991 (Qld)
- s 65 of the Equal Opportunity Act 1984 (SA)
- s 12 of the Equal Opportunity Act 2010 (Vic) and s 8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic)

## Key Accountabilities

- Provide specialist advice that guides the Culturally Safe Notifications Working Group and other stakeholders:
  - on culturally safe notifications case management within Ahpra and the Boards, and
  - the development of culturally safe notification policies, processes, practices and resources
- Develop and provide consistent, specialist and high-quality leadership and support on cultural safety matters to the Culturally Safe Notifications Working Group, the Aboriginal and Torres Strait Islander Health Strategy Group, Ahpra National Reconciliation Action Plan Group and other key stakeholders, as required
- Assist in managing the implementation of the Aboriginal and Torres Strait Islander program of work, including providing clear and positive leadership for the Aboriginal and Torres Strait Islander Health Strategy team, stakeholders and contributors
- Develop and maintain collaborative and engaging trusted working relationships with key stakeholders, particularly the co-chairs of the Aboriginal and Torres Strait Islander Health Strategy Group
- Develop policy briefs, consultation papers, memoranda, agenda papers that help stakeholders understand the program and support a cross-profession approach
- 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.

Values	Capabilities	Proficiency Level
<b>Service</b>	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
<b>Collaboration</b>	Builds constructive working relationships	Advanced
	Communicates effectively	Advanced
<b>Achievement</b>	Demonstrates accountability in delivering results	Intermediate
	Uses information and technology systems	Intermediate
	Displays personal drive and integrity	Advanced

### Qualifications/experience

Qualifications/ Experience	Required
<b>Qualifications</b>	<p>Degree level qualification in health or public policy or similar and/or equivalent experience</p> <p>Qualifications and/or experience in the Aboriginal and Torres Strait Islander health sector would be highly regarded</p>
<b>Experience</b>	<p>Well-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 and increases impact</p> <p>Demonstrated strong written communication skills and experience developing and writing policy</p> <p>Quality organisational skills including excellent time management skills plus the ability to prioritise workload in response to time critical targets.</p>

## Key relationships

Internal Relationships	External Relationships
Aboriginal and Torres Strait Islander Health Strategy Group	Aboriginal and Torres Strait Islander health sector organisations
Executive team	
Senior leadership forum	
National and state/territory RAP working groups	
Communications team	
State and territory managers	