

Role Name: Qualifications Assessment Policy Officer

Role data

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| Position no. | E12183 | Work Area Profile | Accreditation |
| Work Level Classification | Level 6 | Directorate | Strategy and Policy |
| Reports to (role) | Manager, Qualifications Assessment | Location | Melbourne |
| No. direct reports | Nil | No. of indirect reports | Nil |
| Version date | September 2021 | Tenure | Fixed Term |

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 Qualifications Assessment Policy and Projects Team (within Ahpra's Accreditation Unit) works in collaboration with other teams within Strategy and Policy and Regulatory Operations, to effectively support assessment of qualifications held by individuals seeking to register as health practitioners in Australia, including overseas qualified practitioners. We do this by providing expert advice and guidance on specific matters, and undertaking projects related to qualifications assessment policy.

Role Purpose

Reporting to the Specialist Accreditation Advisor, the Qualifications Assessment Policy Officer is a specialised role within the Accreditation Unit and the National Director Policy and Accreditation portfolio. This role contributes to the development, implementation and review of qualifications assessment policy and projects, with a specific emphasis on research and policy advice to support decision making which reflects the objectives and guiding principles of the National Law and good regulatory practice.

Key Accountabilities

- Undertake research and provide specialist advice to support the development and implementation of qualifications assessment policy
- Contribute specialist advice to inform the review and analysis of best practice approaches to qualifications assessment and relevant regulatory policy
- Develop resources to support implementation of qualifications assessment policy and guide consistent decision-making processes
- Provide timely and accurate advice to internal stakeholders on attributes of specific qualifications held by practitioners seeking registration to support regulatory decisions
- Create and maintain web-based information about qualifications assessment policy for internal and external stakeholders

- Draft briefing papers and reports for meetings as required
- Other duties as directed by the Specialist Accreditation Advisor.
- 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 | Intermediate |
| Uses information and technology systems | Intermediate |
| Displays personal drive and integrity | Advanced |

Qualifications/Experience

| Qualifications/Experience | Required |
|---------------------------|---|
| Qualifications | Degree level qualification in health, public policy or similar discipline, or at least three years' experience in a health regulation environment |
| Experience | Experience in research, analysis and policy advice, ideally in health policy, accreditation, or registration would be highly regarded Well-developed problem solving, conceptual and analytical skills |

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|--|---|
| | <p>High level interpersonal and strong written communication skills</p> <p>Track record of building and maintaining productive working relationships with a range of internal and external stakeholders</p> <p>Adaptable, responsive, copes well under pressure, responds and adjusts easily to changing work demands and circumstances</p> <p>Track record of motivating others to work collaboratively</p> <p>Ability to exercise judgment and resolve non-complex issues independently</p> |
|--|---|

Key Relationships

| Internal Relationships | External Relationships |
|---|---|
| <p>Senior Regulatory Advisors - Registration</p> <p>Regulatory Advisors – Registration</p> <p>Regulatory Officers - Registration</p> <p>Executive Officers</p> <p>Board Support Officers</p> <p>Other teams within Accreditation Unit</p> | <p>Regulatory bodies in other countries</p> |