

Senior Policy and Project Officer – Streamlined pathways (non-medical)

Role data

Position no	E12728	Work area profile	Accreditation
Work Level Classification	Level 7	Directorate/Business Unit	Strategy and Policy
Reports to (role)	Program Manager – Streamlined pathways (non-medical)	Location	Flexible
No. direct reports	Up to 2	No. indirect reports	Up to 2
Version date	April 2024	Tenure	Fixed term 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.

Ahpra's Accreditation Unit – comprising accreditation policy, program accreditation and qualifications assessment policy – provides expert advice to Ahpra's Accreditation Committee; Ahpra staff; National Boards and accreditation committees on accreditation matters, including strategic and policy-based projects. Part of this work includes providing policy advice to National Boards on assessing domestic and international qualifications that are not accredited or approved under the National Law

Role purpose

Reporting to the Program Manager – Streamlined pathways (non-medical), the Senior Policy and Project Officer – Streamlined pathways (non-medical) supports Ahpra in its regulatory work through progressing the implementation and delivery of policy and relevant projects relating to Kruk review recommendations.

With a focus on Ahpra's values to deliver high performance, the Senior Policy and Project Officer plays an important role in ensuring policy advice and guidance is consistent with current legislation, established approaches and agreed principles.

Key accountabilities

- Develop and implement workplans to deliver against agreed project plans
- Develop project, consultation, communication and implementation documentation for the areas of work set out in the agreed project plan
- Facilitate project meetings to ensure effective project progress
- Draft high-quality papers and reports for meetings and provide support to ensure meeting outcomes are recorded and actioned in a timely manner
- Identify and mitigate issues and risks affecting implementation of agreed workplans and projects, and escalate matters appropriately to seek advice
- Develop and deliver presentations for internal and external stakeholders about the project

- Create and maintain web-based information about streamlined pathways developments and issues for internal and external stakeholders
- Undertake research to support the project team and to provide specialist advice to internal and external stakeholders in relation to project deliverables and outcomes
- Liaise with internal stakeholders and the Program Manager to provide status updates and feedback on the project and other assigned work
- Undertake consultation with relevant stakeholders to seek feedback and advice to inform research and policy development work, using consultation tools to facilitate productive, efficient and effective stakeholder consultation in accordance with Ahpra Guidelines on consultation and publication
- Oversee the development, review and continuous improvement of procedures and practices related to the project.
- Collaborate with the Program Manager or delegate to manage change impacting the project team, including new and modified priorities and strategic initiatives regarding streamlined pathways and related Kruk review recommendations
- Draft briefing papers and reports for meetings as required
- 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	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

Qualifications/Experience	Required
Qualifications	Degree level qualification in health, public policy or similar discipline, or equivalent experience in a health regulation environment.
Experience	<p>Experience in the development of policy advice, ideally relating to health practitioner regulation, education or accreditation.</p> <p>Demonstrated ability to be adaptable and responsive, coping well under pressure, responding and adjusting easily to changing work demands and circumstances.</p> <p>Advanced research, analytical and conceptual skills as they relate to policy development, including the ability to effectively use relevant technology to find information.</p> <p>Advanced understanding and application of project management methodologies.</p> <p>Advanced organisational skills including excellent time management skills plus the ability to prioritise workload in response to time critical targets.</p> <p>Advanced written communication skills including considerable experience drafting policy, writing reports and recommendations, and preparing agenda papers.</p> <p>Advanced verbal communication, negotiation and influencing skills.</p> <p>Advanced relationship building capabilities across a broad range of stakeholders.</p> <p>Advanced problem solving and analytical skills as they relate to interpretation of information including ability to exercise judgment and resolve issues independently within agreed thresholds and escalate issues as required.</p>

Key Relationships

Internal Relationships	External Relationships
Project team members	Accreditation Authorities, including the Health Professions Accreditation Collaborative Forum
Strategy and Policy – policy staff, including Executive Officers; Government Relations and Engagement teams; accreditation teams	International health regulatory and accreditation bodies

Regulatory Operations – including National Directors, National Managers and registration and legal teams	Co-regulators
National Boards	Professional associations and industry bodies
Specialist Accreditation Advisor	State and territory and Commonwealth representatives, including Jurisdictional Lead Officials
Other areas at Ahpra	Other Government agencies