

# AUSTRALIAN COMMISSION ON SAFETY AND QUALITY IN HEALTH CARE

## Position description

<b>Position title:</b>	Project Officer AURA, HAI/IPC
<b>Position number:</b>	20021620
<b>Position level:</b>	APS 6
<b>Salary:</b>	\$85,080 – \$95,983
<b>Employment type:</b>	Full-time, contractor for up to 12 months
<b>Reporting to:</b>	Stream Director, AURA, IPC/HAI and Emerging Issues
<b>Location:</b>	Australian Commission on Safety and Quality in Health Care 255 Elizabeth Street, Sydney

## Overview of the Commission

The Australian Commission on Safety and Quality in Health Care (Commission) leads and coordinates national improvements in healthcare safety and quality. It works in partnership with patients, carers, clinicians, the Australian, state and territory health systems, the private sector, managers and healthcare organisations to achieve a safe, high-quality and sustainable health system.

Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality.

The Commission works in four priority areas:

1. Safe delivery of health care
2. Partnering with consumers
3. Partnering with healthcare professionals
4. Quality, value and outcomes.

## Overview of the program and position

The Project Officer position supports the AURA, Infection Prevention Control (IPC)/Healthcare Associated Infection (HAI) team, focussing on the activities of the HAI and IPC. This team is responsible for supporting the Preventing and Controlling healthcare-Associated Infection Standard and developing a range of resources to promote infection prevention and control, including the national hand hygiene program. The role includes undertaking end-to-end procurement, project planning and management, contract management, budget planning, writing briefings and other documents for internal and/or external audiences, support of the help desk and other system support roles of the team. Support for committees, working groups, meetings, forums and workshops are key functions of this role.

## Position duties and responsibilities

1. Draft, edit and collate meeting and workshop papers, submissions, correspondence, discussion papers and briefing notes, and provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks

2. Undertake project management activities, including input into project planning and documentation; monitoring and reporting on progress of projects; and identifying problems and proposing possible solutions
3. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring
4. Collaborate with members of the AURA/IPC/HAI team and other program teams within the Commission to support the work of the achievement of the Work Plan and other designated projects
5. Work independently and actively identify key administrative actions required for the effective operation of the team
6. Work with the team to create and/or update resources for internal and external audiences
7. Contribute to the operation of the National Hand Hygiene Initiative (NHHI) Help Desk, management of the team email boxes and other support services for health system staff who use the learning management system and NHHI auditing applications.
8. Liaise with national and state authorities, professional organisations, individuals, government and non-government organisations; and collaborate with all team members and other areas of the Commission to support the work of the Commission.

## Skills and knowledge required

The successful candidate will have:

- Strong oral and high level written communication and interpersonal skills, including the ability to produce documents for a range of audience
- Excellent project management skills and sound financial administration skills to manage budgets
- Excellent time management and organisational skills, ability to take initiative and work collaboratively with the team
- Sound judgement in the identification of issues and appropriate solutions
- Proficient in the use of MS Office applications
- Well-developed research and analysis skills.

## Qualifications and experience

The successful candidate will have:

- Experience in providing secretariat support and writing for technical audiences
- Ability to work effectively across teams and proactively manage issues that meet timeframes
- Demonstrated experience in contract management and procurement
- Project management experience to manage a range of competing projects in an effective manner.
- Demonstrated experience in stakeholder communication
- Tertiary qualifications in a relevant area preferred, but not essential
- Experience in telephone and email -based customer support and ticketing would be advantageous.

## Selection criteria

1. Demonstrated experience in secretariat support and project management, including the ability to manage, and report on, budgets.
2. Excellent problem solving skills and the ability to critically assess issues and recommend practical solutions.
3. Demonstrated high level organisational skills, including the ability to manage competing priorities and show initiative in meeting deadlines
4. Demonstrated well developed written and oral communication skills, including the ability to produce high level documents including briefing papers, reviews, submissions, correspondence and meeting papers that clearly communicate complex issues in a manner appropriate for the audience
5. Strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders
6. Knowledge of government processes, particularly in regard to procurement processes, or demonstrated capacity in procedural procurement processes.

## To apply

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications
- A statement addressing your suitability against each of the selection criteria (no more than 2 pages in total).

Applications should be emailed to [ACSQHCHR@safetyandquality.gov.au](mailto:ACSQHCHR@safetyandquality.gov.au).

Applications are due **by midnight Monday 17 August 2020**.

Questions about the role can be directed to Kathy Meleady (02) 9126 3640 or [acsqhchr@safetyandquality.gov.au](mailto:acsqhchr@safetyandquality.gov.au).

## Selection process

The selection process is commonly made up of several forms of assessment, such as review of written applications, interviews, work sample tests, and referees checks. However, appointments may be made based on assessment of written applications and referee checks only. Please inform the Commission of any reasonable adjustments that could be considered in conjunction with your application.