

Position description

Position title:	Senior Project Officer
Position number:	20024051
Position level:	EL1
Salary:	\$108,669 to \$123,939 plus 15.4% superannuation
Employment type:	Full-time, ongoing
Reporting to:	Stream Director, AURA, IPC/HAI and Emerging Issues
Location:	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

The AURA Surveillance System coordinates data from a range of sources to provide a comprehensive and integrated picture of patterns and trends of antimicrobial resistance (AMR) and antimicrobial use in human health across Australia. The AURA team at the Commission is responsible for the operation of key elements of AURA Surveillance System, as well as promoting sustainability of, and enhancing, the system; improving the quality and integrity of the data sources; increasing the quantum and representativeness of surveillance data; and analyses and commentary on surveillance data.

This position works under the direction of the Stream Director of the AURA, HAI/IPC and Emerging Issues and is responsible for a range of policy and program activities across the team.

The Senior Project Officer role requires initiative and analytical capacity, along with policy and program management expertise, and a sound understanding of the healthcare and service delivery issues. The role requires an ability to take responsibility for review and analyses of a range of

clinical and technical data and related issues, respond to changing priorities and work simultaneously on a number of activities.

The role involves a range of research, analytic, writing, planning, project management and consultation activities across a range of technically complex areas, to advance the Commission's work to improve safety and quality of health care.

Position duties and responsibilities

The key position responsibilities are as follows:

1. Under the direction of the Stream Director, lead the planning and implementation of strategies and national guidance to support activities of the AURA Surveillance System and other activities of the stream.
2. Undertaking project management activities including project planning and documentation, research, implementation, monitoring and reporting on progress of the project; providing recommendations about managing risk; identifying problems and proposing solutions. This work may involve managing procurement, and oversight, of contractors to undertake elements of the work of the stream.
3. Identifying relevant material, reviewing, analysing and summarising published literature, websites, policy papers and other materials to prepare papers to inform clinical policy and program direction
4. Preparing high-quality written reports, briefs and other documents for a range of audiences on a range of complex healthcare issues.
5. Consulting with experts and stakeholders including coordination of formal consultation processes, where required, to achieve objectives of the program.
6. Participating in, and presenting to, committee meetings, forums and workshops on relevant topics, and providing secretariat support to relevant committees and expert groups.
7. Supporting the Stream Director in the development of relevant aspects of Commission reports, e.g. the Annual Report and the Work Plan. Liaise across the team to coordinate review and respond to requests for advice on internal and external documents, and to draft responses for the Stream Director, as required.
8. Undertaking other duties as required/directed.

Skills and knowledge required

The successful candidate will have:

- Demonstrated ability to take initiative and achieve the requirements of complex projects in a timely fashion, with highly developed project planning and management skills at a jurisdictional and/or national programs
- High-level writing, research, analytical and interpretation skills, and presentation of reports.
- Sound analytical decision-making skills, incorporating demonstrated initiative and professional judgement
- Excellent interpersonal skills, well-developed negotiation, influencing and consultation skills
- Effective oral communication and presentation skills
- Demonstrated resource, time management and prioritisation skills
- Strong understanding of the Australian healthcare system and government policy context and processes
- Knowledge and understanding of the issues regarding safety and quality in health care, particularly in relation to implementation of complex health care change.

Qualifications and experience

The successful candidate will have:

- Demonstrated analytical skills, ability to deal with a range of competing issues capably and sensitively to meet organisational objectives
- Demonstrated project planning management experience in complex environments
- Experience in writing for a range of audiences and in different formats
- Experience in analysing, interpreting and utilising literature reviews and searches of grey material and websites
- Experience in analysing evidence and developing conceptual models and approaches to complex problems
- Experience consulting and liaising with senior clinical and health personnel
- Relevant tertiary qualifications, or experience in a health-related area.

Selection criteria

1. Demonstrated, high level policy development and project management experience and skills relevant to safety and quality and/or health care projects
2. Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders
3. Demonstrated high level writing skills, including the ability to write high quality documents for a variety of audiences and in different formats
4. Demonstrated ability to effectively coordinate clinical and technical expert advice to support program and indicator development for quality programs
5. Demonstrated high level research and analytical skills and ability to show initiative in resolving problems
6. A high level of knowledge and comprehensive understanding of key safety and quality issues relevant to AMR.

To apply

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications in relation to this position.
- A statement addressing your suitability against each of the selection criteria (no more than 200-300 words per selection criteria).

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au.

Applications are due by **midnight, 20 May 2022**.

Candidates must be Australian citizens to be eligible to apply.

In accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff have an up-to-date COVID-19 vaccination status and are able to provide evidence of their vaccination status prior to commencing their engagement.

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 referee 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.

The Commission is an inclusive workplace, and we welcome and encourage applications from candidates with diverse backgrounds and experiences. We encourage everyone to be themselves without fear of discrimination or judgement about their ancestry, age, gender identity, religion, sexual orientation, cultural background and/or disability status.