

Position description

Position title:	Senior Project Officer, Antimicrobial Stewardship
Position level:	EL1
Salary:	\$108,669 to \$123,939 plus 15.4% superannuation
Employment type:	Full-time, contractor via Labour Hire for 12 month period
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 National Coordination Unit (NCU) at the Commission is responsible for the conduct of the AURA Surveillance System. promoting sustainability of the system whilst continuing to enhance the surveillance system; improving the quality and integrity of the data sources; increasing the quantum and representativeness of surveillance data and enhancing the breadth of surveillance, analyses and commentary on surveillance.

The Infection Prevention and Control (IPC) and Healthcare-Associated Infections (HAI) program supports the Commission's work on the National Quality and Safety Health Service Preventing and Controlling Infections Standard, and coordination of the National Hand Hygiene Initiative. This includes development of national policies, guidelines and strategies to respond to HAIs and promote effective antimicrobial stewardship (AMS) and effective use of AURA data for HAI programs, and other patient safety initiatives to prevent and control AMR and HAIs.

The Senior Project Officer is responsible for leading the work on AURA, IPC/HAI programs in regard to the Commission's antimicrobial stewardship (AMS) program. The position is responsible for the development of resources to support AMS, as well as contributing to broader activities to

support AURA and IPC/HAI programs. This will include undertaking research and analysis of data and information, project management, policy development and guidance, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

Position duties and responsibilities

1. In collaboration with the Stream and Program Directors, lead the conceptualisation and planning of strategies and national guidance to support AURA and IPC/HAI programs, particularly in relation to AMS
2. Support implementation of the National Safety and Quality Health Service (NSQHS) Standard – Preventing and Controlling Healthcare-Associated Infection with regard to appropriate use of antimicrobials, the operation of AMS programs in various contexts and resources for health service organisations and assessors
3. Review, analyse and summarise published literature, data, policy papers and other published material related to AMS to inform policy and program direction
4. Prepare high-quality written reports, briefs and other documents for a range of audiences on antimicrobial use, antimicrobial appropriateness and AMS
5. Undertake project management activities related to AMS, including project planning documentation and, implementation; monitoring and reporting on progress (for example Antibiotic Awareness Week (AAW)); providing recommendations about managing risk; and, identifying and resolving issues arising across this portfolio
6. Maintain current knowledge of strategic and clinical issues and investigate how they may inform the work of the Commission
7. Provide secretariat support to the work of the AMS Advisory Committee and expert groups managed by the program
8. Consult with stakeholders (such as state and territory health departments, independent technical experts, professional associations and consumers) including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission related to AMS
9. Liaise, and foster productive working relationships with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors
10. Participate in, and present to, committee meetings, forums and workshops on AMS
11. Other duties as required and directed

Skills and knowledge required

The successful candidate will have:

- A high level of knowledge and experience of the Australian healthcare system, government policy context and processes including a comprehensive understanding of the issues regarding safety and quality in health care, specifically for AMS and antimicrobial use in regard to antimicrobial resistance
- Highly developed communication skills including an demonstrated ability to present, negotiate, influence and consult
- Excellent writing skills for a wide range of audiences including government, clinicians and consumers
- Highly developed and demonstrated project management skills and experience, including a sound ability to manage multiple priorities, recognise common links, identify and manage risks and align key objectives, to meet established timeframes

- Excellent interpersonal skills with demonstrated ability to cultivate positive working relationships and work flexibly with both internal and external stakeholders to achieve improvements in AMS and patient outcomes
- Highly developed research, literature review, strategic data analysis, and interpretation skills to inform AMS strategies
- Sound decision making skills, incorporating initiative and professional judgement
- A professional, positive, strategic and solutions-focused approach to work with excellent organisational and time management skills

Qualifications and experience

The successful candidate will have:

- Relevant tertiary qualification and/or experience working in the delivery of AMS, IPC, patient safety, clinical governance, infectious diseases and/or other related health areas
- Experience in analysing evidence and data and developing conceptual models and approaches to complex problems and reporting on the issues in a clear and concise manner
- Extensive experience in literature reviews and searches
- Demonstrated experience in policy development and writing to a very high standard across different audiences and formats within a set timeframe
- Demonstrated project management experience and achievements across a range of health related projects
- Strong interpersonal skills, including experience in negotiating with stakeholders and experience in presenting to multi-disciplinary audiences

Selection criteria

1. A high level of knowledge, skills, experience and comprehensive understanding of key safety and quality issues relevant to IPC/HAI and antimicrobial resistance with a particular focus on AMS including how they are implemented and evaluated
2. Excellent policy development and project management experience and achievements relevant to safety and quality, IPC, HAI, and antimicrobial resistance including utilising evidence and surveillance data to inform AMS strategies
3. Demonstrated high-level research, analytical and problem solving skills
4. Demonstrated high level writing skills, including the ability to write high quality documents for a variety of audiences and in different formats, including the communication of complex issues in a clear concise manner
5. Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders, work within a multidisciplinary team and present to large audiences

To apply

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications
- A cover letter 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 by **COB 5 October 2022**.

Questions about the role can be directed to Kim Stewart (02) 9126 3660 or ACSQHCHR@safetyandquality.gov.au.

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 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.

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.