

Position description

Position title:	Procurement and Administration Officer, Clinical Care Standards
Position number:	20024627
Position level:	APS5
Salary:	\$84,619 to \$91,512 plus 15.4% superannuation
Employment type:	Full-time, Ongoing
Reporting to:	Director, Clinical Care Standards
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.

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.

Overview of the program

The Clinical Care Standards Program's purpose is to develop clinical care standards on health conditions that would benefit from a national coordinated approach in consultation with clinical experts and consumers.

The Administration and Procurement Officer will be a member of the Clinical Care Standards Program team and will support the development and implementation of Clinical Care Standards and will work collaboratively with other relevant programs at the Commission. Activities the Administration and Procurement Officer will be required to perform include:

- project management duties and preparation of project documents
- providing support to program committees and stakeholder management
- organising and assisting with public consultation processes
- procurement and contract management.

This is a fast-paced position that supports the work of the Clinical Care Standards Program within the Commission. The successful applicant will work independently and with other staff in the Clinical Care Standards Team. The applicant will work with the Director and each of the senior project officers on their various projects. This will include providing support for committee meetings, events, procurement, finance and all aspects of developing, publishing and promoting Clinical Care Standards. As such, the position will suit a person who has excellent time management skills, is highly organised and can be flexible and cooperative in terms of working with different people and changing priorities.

Position duties and responsibilities

This role will include, but is not limited to:

1. Undertake procurement and activities in line with the Commission's procedures to purchase goods or services including: preparation of procurement plans, obtaining quotes, liaising with the successful vendor and drafting contracts for signature.
2. Contract management including registering contracts in SAP and monitoring the progress of deliverables and payments.
3. Undertake basic financial administration (monitoring of the Program Budget, accruals and payments), processing invoices in SAP Concur and the Commission's financial administration systems and working with the Director to manage the budgets and cash flow.
4. Support the administration of committees, including: registering committee members, arranging reimbursement of expenses and payment of entitlements, acquitting meeting attendances, coordinating calendars and meeting dates, managing the bookings for teleconferences/videoconferences, maintaining calendars and email lists and record keeping.
5. Provide secretariat support to the work of the program and expert groups including organising venues and catering, coordinating papers and agendas, correspondence with committee members and providing videoconference support.
6. Provide project support to Project Managers and Directors as required including for procurement, coordinating meeting arrangements, and correspondence.
7. Provide administrative support to the project staff including the organisation of public launches and other workshops.
8. Maintain the Clinical Care Standards website using govCMS, the Commission's content management system.
9. Manage correspondence and monitor emails to the team's inbox.
10. Event management and liaison with vendors and external parties, with a high degree of organisation and professional communication.
11. Maintain a range of databases including travel and contract registers and undertaking electronic document management using TRIM.
12. Collaborate with team members and other program teams within the Commission to support the work of the team.
13. Other duties as directed.

Skills and knowledge required

The successful candidate will have:

- Highly developed time management and organisational skills
- Effective interpersonal and communication skills (both written and oral)
- Ability to provide secretariat skills to support large committee meetings
- Accuracy and attention to detail in the context of procurement and general contract management tasks
- Finance and basic budget management experience
- Basic project management skills
- Effective computer skills including the use of Microsoft office programs, email, and document management systems
- Ability to manage competing priorities and provide professional support to a high functioning team
- Ability to function effectively and cooperatively as part of a team

Qualifications and experience

The successful candidate will have:

- Knowledge of government administration processes and procedures
- Working knowledge of SAP and SAP Concur and TRIM highly desirable
- Knowledge of Australian healthcare system desirable
- Knowledge of workplace participation, diversity, occupational health and safety principles and practice

Selection criteria

1. Experience in providing high quality administrative and corporate assistance, and knowledge of government processes and procedures.
2. Demonstrated organisational skills and the ability to work independently, and within a team environment.
3. Effective interpersonal, oral and written communication skills.
4. Experience supporting the work of committees
5. Finance and procurement experience.
6. Extensive experience in word processing and a good understanding of Microsoft Office programs and electronic document management systems.

To apply

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position

description and selection criteria.

Applications are due by **11:59pm Australian Eastern Daylight Time (AEDT), 27 January 2025.**

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 provide evidence of a COVID-19 primary vaccination course.

In addition, all staff are required to provide evidence of a COVID-19 primary vaccination course, which is the first two doses of a Therapeutic Goods Administration approved or recognised COVID-19 vaccine.

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.

The Commission provides reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please inform the Commission of any reasonable adjustments that could be considered in conjunction with your application.

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RecruitAbility

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

The Commission is committed to supporting the employment and career development of people with disability. Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into RecruitAbility and meet the minimum requirements for the vacancy.

How do I opt into *RecruitAbility*?

You will be asked to indicate if you wish to opt into RecruitAbility in the application form. You must tick the 'opt in' box to participate in RecruitAbility. Simply declaring that you have a disability will not automatically include you. More information on RecruitAbility can be found here:

[RecruitAbility scheme: A guide for applicants](#)