

Position description

Position title:	Senior Project Officer
Position number:	20042821
Position level:	EL1
Salary:	\$120,829 - \$137,808 plus 15.4% superannuation
Employment type:	Full-time, Non-ongoing for a period of 12 months
Reporting to:	Director, Partnering with Consumers
Location:	Australian Commission on Safety and Quality in Health Care 287 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

This position undertakes work within the Commission's Partnering with Consumers program and is responsible for leading the development of tools and resources to support the implementation of the Partnering with Consumers Standard in national safety and quality standards. The role also contributes to broader activities to support consumer health literacy, shared decision-making and person-centred care.

The Senior Project Officer role requires policy and program management expertise, as well as a good strategic understanding of the healthcare system, safety and quality and person-centred approaches to care. The role undertakes research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings,

preparation of project documentation, consultation activities and collaboration with other relevant programs within the Commission.

Position duties and responsibilities

1. With the Director, lead the planning and conceptualisation of strategies and national guidance to support shared decision making, health literacy and partnerships with consumers within the healthcare system.
2. Review, analyse and summarise published literature, websites, policy papers and other published material to inform policy and program direction.
3. Preparation of high-quality written reports, briefs, resources and other documents for a range of audiences on complex healthcare issues.
4. Investigation and understanding of current strategic and clinical issues relating to the program areas and considering how they can be addressed by the Commission.
5. Consultation with experts and stakeholders including coordination of formal consultation processes, where required, to achieve the objectives of the program.
6. Participation in and presentations to committee meetings, forums and workshops on relevant topics.
7. Provision of secretariat support to the work of relevant committees and expert groups managed by the Partnering with Consumers team.
8. Project management activities including project planning and documentation, implementation, monitoring and reporting on progress of the project; providing recommendations about managing risk, identifying problems and proposing possible solutions.
9. Keeping the Director informed about progress on projects, and strategic implications.
10. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities.
11. Other duties as required and directed.

Skills and knowledge required

The successful candidate will have:

- Highly developed research, strategic analysis and interpretation skills
- Excellent writing skills including the ability to produce high-quality resources for a range of audiences
- Highly developed communication skills including an excellent ability to present, negotiate, influence and consult
- Highly developed and excellent project management skills and experience, including a sound ability to manage multiple priorities, recognise common links, identify and manage risks and align key objectives
- Excellent interpersonal skills with demonstrated ability to cultivate positive working relationships with both internal and external stakeholders
- Sound decision making skills, incorporating initiative and professional judgement
- A professional, positive, strategic and solutions-focused approach to work
- A high level of knowledge of the Australian healthcare system, government policy context and processes including a comprehensive understanding of the issues regarding safety

and quality in health care.

Qualifications and experience

The successful candidate will have:

- Experience in analysing evidence and developing conceptual models and approaches to complex problems
- Experience in writing to a high standard for different audiences and in different formats
- Extensive experience in literature reviews and searches
- Demonstrated excellent project management experience
- High quality experience in policy development at a national or state level and preferably within a healthcare context
- Relevant tertiary qualifications.

Selection criteria

1. Demonstrated policy development and project management experience relevant to safety and quality, health care and/or person-centred care.
2. Demonstrated high level research and analytical skills.
3. Demonstrated excellent writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
4. Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.
5. A high level of knowledge and comprehensive understanding of key safety and quality issues relevant to the identified program areas (shared decision making, risk communication, decision support tools and/or person-centred care).

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 Standard Time (AEST) Sunday 27 April 2025**.

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular presence in the office is required.

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.

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](#)