

Position description

Position title:	Senior Project Officer: Equity and Access – Disability
Position number:	20049882
Position level:	EL1
Salary:	\$120,829 – \$137,808
Employment type:	Full-time, Ongoing
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

As part of the Partnering with Consumers team, this position is responsible for driving the Commission's work to improve health care outcomes across all healthcare settings for people with disability, including disabilities that arise from cognitive, neurological, sensory or physical impairments.

With a strong focus on accessibility, equity and inclusion this position builds on strategic partnerships and stakeholder engagement across all governments as well as the broader health and disability sector to identify opportunities to scale, implement and embed evidence-based approaches to improve the safety and quality of health care for people with disability.

The Senior Project Officer coordinates the ongoing program of work including providing specialist advice on equity and access in relation to the National Safety and Quality Health Service (NSQHS) Standards, the Primary and Community Healthcare Standards and the Aged Care Quality Standards.

This position is responsible for the development of guidance materials to support health services to implement the requirements of the NSQHS Standards and the Primary and Community Healthcare Standards and relevant Clinical Care Standards. The role also contributes to broader activities across the Partnering with Consumers program.

The Senior Project Officer works with the Director, Partnering with Consumers and is required to collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities. The Senior Project Officer represents the Commission in relevant forums and provides high level specialist expertise and strategic advice to the Commission's Executive and the Chief Executive Officer.

Position duties and responsibilities

1. Provide strategic leadership and direction by planning, managing and coordinating the development of the Commission's disability work program in line with key national policy documents including the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability.
2. Implement the Commission's work plan and other complementary activities required to meet the overall responsibilities of the Commission, as directed by the Program Director.
3. Undertake and oversee project management activities, including the development of project plans, collaboration with other program areas, budgets, monitoring and reporting, identifying problems and managing risks.
4. Undertake research and analysis of contemporary evidence around health care equity and access issues to inform the development of resources and guidance for health services, clinicians and people with disability.
5. Develop new guidance materials for health services to address safety and quality gaps for people with disability in conjunction with clinical experts, consumers and carers.
6. Initiate, establish and maintain strong relationships and consultation with a national network of stakeholders to promote and support implementation of the Commission's equity and access program.
7. Provide oversight of committees and working groups to achieve project and work plan outcomes, including the preparation of meeting and briefing papers and presentations.
8. Coordinate, prepare and review complex briefings and background papers, agendas, meeting papers, correspondence, presentations and other documents.
9. Maintaining awareness of current clinical, policy and research developments in equity and access across but not limited to cognitive, neurological, sensory and physical disability, anticipating their impact on the work area.
10. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities.

Skills and knowledge required

The successful candidate will have:

- Excellent liaison, negotiation, influencing and consultation skills
- High level writing skills

- High level research, policy and clinical analytical and interpretation skills
- High level ability to apply expert specialist knowledge regarding disability, to situations involving a high level of complexity
- High level oral communication and presentation skills
- High level project management and/or policy development skills
- Sound decision-making skills, incorporating initiative and professional judgement where necessary
- Advanced knowledge and understanding of the delivery of healthcare including the current best practice clinical care of people with disability in hospitals and the community
- Advanced current specialist, clinical and policy knowledge and understanding of the safety and quality issues influencing people with disability in the acute and primary and community healthcare sectors
- Extensive and detailed knowledge of the Australian healthcare system, particularly the regulatory, clinical and policy frameworks and their relevance and application to people with disability accessing the acute and primary and community healthcare systems
- Extensive knowledge of healthcare and disability sector appropriate stakeholders and relevant interest groups at a national level

Qualifications and experience

The successful candidate will have:

- Relevant tertiary qualifications and/or experience in healthcare, social services, health policy, social policy or similar.
- High-level understanding of the Australian health care system, preferably with experience of implementing national policy initiatives or strategic roadmap deliverables.
- Experience in planning, development and implementation of policies, guidelines or resources to ensure equity and access of healthcare for people with disability across different healthcare settings.
- High-level project management skills with proven experience to deliver a project from initial concept to implementation and evaluation.
- Extensive experience in writing for different audiences across different formats.
- Experience in research and/or analysis and ability to translate contemporary evidence into policies and frameworks.
- High level analytical and problem-solving skills.

Selection criteria

1. Solid understanding of equity and access issues affecting the delivery of safe and quality health care for people with disability in acute, primary and community healthcare systems.
2. Proven capacity to manage equity and access programs including high level strategic, clinical and policy advice to improve the safety and quality of health care for people with disability.
3. Ability to identify and apply contemporary evidence into resources and guidelines for health services, clinicians and consumers.
4. Highly developed oral and written communication skills including demonstrated ability to prepare high level briefing documents, submissions and reports for a range of different audiences.
5. Strong interpersonal skills including an ability to communicate with influence and ability to cultivate productive working relationships within the Commission and across a range of government and non-government stakeholders.

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 Monday 28 April 2025.

Candidates must be Australian citizens to be eligible to apply.

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](#)