

Position description

Position title:	Senior Project Officer
Position number:	20049883
Position level:	EL1
Salary:	\$120,830 – \$137,808 plus 15.4% superannuation
Employment type:	Full-time, Ongoing
Reporting to:	Director, National Standards Program
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 (the 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 National Standards Program is responsible for the development and maintenance of safety and quality standards and the development and maintenance of accreditation schemes in the acute and primary care sectors. This includes ongoing support and resource development for health services implementing the National Safety and Quality Health Service (NSQHS) Standards, applying the NSQHS Standards across health care settings and coordinating accreditation assessment processes and data collection.

The National Standards Program also provides a lead within the Commission on projects related to primary care. This includes administering the National General Practice Accreditation (NGPA) Scheme and the development of resources to support implementation of the National Safety and Quality Primary and Community Healthcare Standards (Primary and Community Healthcare Standards).

The Senior Project Officer will be responsible for leading the work on coordinating the implementation of the NGPA Scheme as well as contributing to broader activities to support the National Standards Program to:

- Provide ongoing support and resource development for general practices implementing the RACGP Standards for general practice
- Progress key projects and deliverables under the MoU with the Department of Health and Aged Care to support ongoing coordination of the NGPA Scheme
- Develop accreditation and implementation resources to support the Primary and Community Healthcare Standards
- Support coordination of the Commission's broader strategic approach to safety and quality in primary care.

Position duties and responsibilities

1. With the Director, lead the planning and conceptualisation of strategies and national guidance to support the administration of the NGPA Scheme.
2. Review, analyse and summarise published literature, data, policy papers and other published material to inform policy and program direction.
3. Prepare high-quality written reports, briefs, presentations and other documents for a range of audiences on complex healthcare issues.
4. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress; providing recommendations about managing risk, and identifying and resolving problems.
5. Keep knowledge of strategic and clinical issues current and investigate how they may be addressed by the Commission.
6. Provide secretariat support to the work of relevant committees and expert groups managed by the program including the General Practical Accreditation Coordinating Committee and General Practice Accrediting Agencies Working Group.
7. Consult with experts and stakeholders including on the development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.
8. Liaise, and foster productive working relationships, with the Commission's Clinical and Medical Advisors, other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.
9. Participate in, and present to, committee meetings, forums and workshops on relevant topics.
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
- 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, in particular the primary care sector.

Qualifications and experience

The successful candidate will have:

- Experience in analysing evidence and developing conceptual models and approaches to complex problems
- Experience working in the primary and community health care sector would be advantageous and looked upon favourably
- Experience in writing to a high standard for different audiences and in different formats
- Experience in literature reviews and searches
- Demonstrated excellent project management experience
- Experience in policy development at a national or state level, and preferably within a healthcare context
- Relevant tertiary qualifications.

Selection criteria

1. Excellent policy development and project management experience relevant to safety and quality in health 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 health care, in particular the primary care sector

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 11 May 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](#)