

## Position description

<b>Position title:</b>	Project Officer
<b>Position number:</b>	20046413
<b>Position level:</b>	APS6
<b>Salary:</b>	\$98,327 - \$110,927 plus 15.4% superannuation
<b>Employment type:</b>	Full-time, Ongoing
<b>Reporting to:</b>	Program Manager, Digital Health
<b>Location:</b>	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 Digital Health team contributes to digital health and digitally enabled care through safety programs, which focus on optimising clinical information systems to support healthcare providers. Digital health encompasses electronic medical record systems, hospital medication management programs and national digital health infrastructure to improve the safety and quality of health care.

The Project Officer will be expected to work with limited supervision, within a team context and with internal and external stakeholders. The position requires excellent skills in communication, problem solving and time management and would suit a high performing candidate.

## Position duties and responsibilities

1. Provide support to the Director, Digital Health and Chief Information Officer.
2. Undertake project management activities including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress, identifying problems and proposing possible solutions.
3. Research, review and analyse data, reports, published material and expert opinion to provide information and advice to support the development of projects and program initiatives.
4. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
5. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
6. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.
7. Collaborate with other team members and other program teams within the Commission to support the work of the team.
8. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.
9. Other duties as required which may include projects and providing assistance to the Commission's corporate functions, such as assistance with reception duties.

## Skills and knowledge required

The successful candidate will have:

- Excellent project management, time management and organisational skills.
- Strong writing skills.
- Effective and well-developed interpersonal and communication skills including the ability to present, negotiate, influence and consult.
- Well-developed research, strategic analysis and interpretation skills.
- Sound decision making skills, incorporating initiative and professional judgement where necessary.
- Understanding of government processes, including procurement and contract management.
- A professional, positive and solutions-focused approach to work.
- Knowledge of the Australian healthcare system and an understanding of issues regarding safety and quality in health care.

# Qualifications and experience

The successful candidate will have:

- Experience in providing Executive support.
- Demonstrated project management experience to manage a range of competing projects.
- Experience in writing effectively for different audiences and in different formats.
- Demonstrated experience in budget, contract management and procurement.
- Experience facilitating the work of committees and engaging and communicating with stakeholders.
- Experience in healthcare is desirable.
- Experience working in the APS, or a small APS agency is highly desirable.
- Relevant tertiary qualifications or experience in a health-related area desirable.

## Selection criteria

1. Well-developed oral and written communication skills including demonstrated ability to prepare documents including briefing papers, reviews, submissions, correspondence and meeting papers.
2. Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem-solving skills.
3. Demonstrated project management skills and experience.
4. Interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
5. Demonstrated skills providing executive support.
6. Effective teamwork skills including the ability to work collaboratively to achieve results and outcomes in a timely manner.

## 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; and,
- A two-page cover letter broadly addressing your suitability against the selection criteria.

Applications are due by **11.59pm Australian Eastern Standard Time (AEST), Tuesday 5 August 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 weekly 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.

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.

## 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](#)