

## Position description

<b>Position title:</b>	Chief Nursing Officer
<b>Position level:</b>	EL2
<b>Salary:</b>	\$144,162 - \$170,679 plus 15.4% superannuation*
<b>Employment type:</b>	Ongoing, Full time / Part time
<b>Reporting to:</b>	Chief Executive Officer
<b>Location:</b>	Australian Commission on Safety and Quality in Health Care 255 Elizabeth Street, Sydney

\*Note - Salaries in the Commission are provided through its Enterprise Agreement. An Individual Flexibility Arrangement for additional remuneration may be offered for successful applicants who are able to demonstrate applicable skills and experience at a senior level.

## 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. High-quality care in an evolving environment
2. Strong outcome – focused clinical governance
3. Empowered patients, carers and communities
4. An improvement – driven workforce culture.

## Overview of position

Reporting directly to the Chief Executive Officer (CEO) the Chief Nursing Officer (CNO) will be responsible for leading the Commission's work on comprehensive patient centred care including care planning, risk management, recognising and responding to deterioration and communicating for safety in line with the Commission's key strategic priorities: High-quality care in an evolving environment; Strong outcome – focused clinical governance; Empowered patients, carers and communities, and an improvement – driven workforce culture.

The CNO will provide expert clinical and professional advice to the Commission, its Board and standing committees. An important part of the role is ensuring effective clinical engagement of the nursing profession and collaboration with the broader clinical workforce and critical stakeholders. As a member of the Executive, the CNO will work collaboratively with other members of the

Executive and their program directors to implement, and report progress on key deliverables of, the agreed work plan, as directed by the CEO. The CNO will collaborate with teams across the Commission to drive and coordinate the delivery of initiatives supporting comprehensive patient centred care and communicating for safety and will be responsible for the management of the comprehensive patient care and communicating for safety teams.

The CNO will assist the Commission to meet its legislative obligations, maintain effective and productive relationships with the Commonwealth, jurisdictions and key health sector agencies and organizations, achieve the deliverables in the approved work plan and ensure its clinical activities are:

- Evidence-based and built on best practice policy and processes
- Capable of improving the safety and quality of Australian health care
- Designed to achieve maximum benefit within the available resources
- Uniquely possible for the national safety and quality body to undertake
- Appropriately aligned with other national and state initiatives and
- Clinically resonant with key professions and interest groups.

The CNO is accountable to the CEO and the Commission's Board through the CEO.

## Position duties and responsibilities

1. Provide leadership and expert clinical advice to the Commission, its standing Committees, and its Board to ensure that the Commission's work draws on, and contributes to, the latest evidence about safety and quality improvement in health care.
2. Provide input into, and lead, the development and implementation of national safety and quality policies and programs.
3. Take responsibility for oversight and management of special projects including research, needs assessment, strategic planning and evaluation related to the activities of the Commission.
4. Liaise at a senior level with key stakeholders and organisations such as the Australian Government Department of Health, Disability and Aging, state and territory health departments, professional, peak, consumer and healthcare bodies in relation to safety and quality in health care.
5. Work co-operatively and share appropriate information with a variety of medical, industry and consumer stakeholders to maintain and enhance the quality of policy advice and support to the Commission in relation to safety and quality.
6. Represent the Commission, as necessary, through participation in committees and meetings at state, national and international levels. Promote the priorities and work of the Commission through a range of communications, public relations and participation at relevant national and international meetings, and fora.
7. Manage and supervise program teams including performance management responsibilities.
8. Accountable to the CEO, and to the Board and its standing committees through the CEO, for all aspects of their relevant programs including:
  - budget and staff resourcing
  - decisions on major strategic direction
  - content and the programs' deliverables
  - matters which may affect the reputation of the Commission.
9. Collaborate with program teams across the Commission to ensure alignment with other work

programs and strategic priorities.

## Skills and knowledge required

The successful candidate will have:

- Extensive knowledge of the Australian healthcare system and its stakeholders
- A contemporary professional knowledge and competence in relation to clinical safety and quality including knowledge of current literature on safety and quality in healthcare
- An understanding of best practice clinical and corporate governance within a complex health environment
- Extensive knowledge and understanding of government processes
- Excellent communication and representational skills including proven capacity to drive and implement change through collaboration, and a demonstrated ability to engage senior stakeholders
- Demonstrated high level skills in strategic planning and leadership of programs which span multiple jurisdictions
- High level research, analytical and interpretation skills including ability to scan internal and external environments and use resulting information to inform strategy
- Sound decision-making skills, incorporating initiative and professional judgement where necessary.

## Qualifications and experience

The successful candidate will have:

- Registration as a nurse – essential requirement
- Extensive experience in professional nursing practice and nursing leadership, with expertise and knowledge of best practice principles relating to continuous improvement and quality assurance
- Extensive experience in strategic planning and program development and management
- High level skills in managing the development and implementation of strategic plans, organisational work plans and improvement programs
- Extensive executive level management experience in the healthcare and/or public sectors including a proven record of achievement as a leading senior nurse
- Experience working collaboratively with senior government policymakers and executives.

## Selection criteria

1. An extensive understanding of Australia's health care system, including understanding of the development and implementation of national approaches to safety and quality in health care, and government processes and requirements.
2. Extensive experience in professional nursing practice and nursing leadership, with expertise and knowledge of best practice principles relating to continuous improvement and quality assurance.
3. Demonstrated high level experience in managing complex programs and projects in safety and quality in health care, or a similar field, and achieving results.

4. Proven capacity to develop and implement strategy, including providing expert clinical advice and practical guidance to senior stakeholders on the design, implementation and evaluation of policies and programs related to safety and quality in health care.
5. Excellent interpersonal skills including the proven ability to liaise and negotiate sensitively and effectively with government and non-government stakeholders and build strong relationships.
6. Demonstrated capacity to develop and maintain high performing teams, combined with the ability to work effectively with, and manage staff.
7. Highly developed oral and written communication skills including demonstrated ability to prepare high level briefing documents and submissions, present publicly to large audiences, strategically negotiate and explain complex clinical issues simply.
8. Proven capacity to work as an effective team member at an executive level.

## 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 7 September 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.

## 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](#).