

Position description

Position title:	Project Officer, Infection Prevention and Control
Position number:	20021620
Position level:	APS6
Salary:	\$98,327 to \$110,927 plus 15.4% superannuation
Employment type:	Full-time, Ongoing
Reporting to:	Manager, Infection Prevention and Control
Location:	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 improvements in the safety and quality of health care so all Australians receive better care, everywhere. 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:

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

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

The Infection Prevention and Control (IPC) team is part of the Medicines Safety and Infection Prevention and Control (MSIPC) directorate. The IPC team supports the Commission's work on the National Safety and Quality Health Service Preventing and Controlling Infections Standard, the National Safety and Quality Primary and Community Healthcare Standards (the Primary and Community Standards) and coordination of the National Hand Hygiene Initiative (NHHI). This includes development of national policies, guidelines and strategies to respond to healthcare-associated infections (HAIs) and promote effective use of data for HAI programs, and other patient safety initiatives to prevent and control infections.

Overview of the position

The Project Officer supports the IPC team. The role includes undertaking end-to-end procurement, project planning and management, contract management, budget planning, preparation of reports, writing briefings and other documents for internal and/or external audiences, support of the National Hand Hygiene Initiative help desk as required and other system support roles of the team. Support for committees, working groups, meetings, forums and workshops are key functions of this role.

Position duties and responsibilities

1. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
2. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
3. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring.
4. Collaborate with members of the IPC team and other program teams within the Commission to support the work of the achievement of the Work Plan and other designated projects.
5. 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.
6. Work with the team to create and/or update resources for internal and external audiences.
7. Contribute to the operation of the National Hand Hygiene Initiative (NHHI) Help Desk, management of the team email boxes and other support services for health system staff who use the learning management system and NHHI auditing applications.
8. Under direction, liaise with national and state authorities, professional organisations, individuals, government and non-government organisations; and collaborate with all team members and other areas of the Commission to support the work of the Commission.
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:

- Strong oral and high-level written communication and interpersonal skills, including the ability to communicate information to a range of audiences
- Excellent financial administration skills, including budget management, tracking and forecasting
- Developed procurement skills, including experience with developing requests for quotation, contracts and work orders
- Know how to build and maintain collaborative relationships with internal and external stakeholders

- Excellent time management and organisational skills
- Proficient in the use of MS Office applications
- Experience with web content management.

Qualifications and experience

The successful candidate will have:

- Experience in providing secretariat support and writing for technical audiences.
- Ability to proactively manage emerging issues and meet timeframes.
- Ability to be agile and respond to dynamic program needs
- Experience in contract management and end to end procurement
- Experience in stakeholder management and communication
- Experience in providing telephone and email-based customer support would be advantageous
- Experience using GovCMS and SAP Concur would be advantageous.

Selection criteria

1. Demonstrated experience in providing secretariat support to large state or national Committees.
2. Demonstrated experience in budget management, tracking and forecasting.
3. Demonstrated experience in end-to-end procurement, including developing and evaluating requests for quotation, contract preparation and contract management, in a government setting.
4. Demonstrated high level organisational skills, including the ability to manage competing priorities and show initiative in meeting deadlines.
5. Demonstrated ability to write high level documents including briefing papers, reviews, submissions, correspondence and meeting papers that clearly communicate complex issues in a manner appropriate for the audience.
6. Demonstrated highly developed communication and interpersonal skills and ability to develop productive working relationships with a range of 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, qualifications and referee details (one of which must be your current supervisor).
- A statement addressing your suitability against each of the selection criteria.

Applications are due by **11.59pm Australian Eastern Daylight Time (AEDT), Monday 27 October 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](#)