

## Position description

<b>Position title:</b>	Program Manager, Clinical Governance
<b>Position number:</b>	20043296
<b>Position level:</b>	EL2
<b>Salary:</b>	\$144,162 to \$170,679 plus 15.4% superannuation
<b>Employment type:</b>	Ongoing
<b>Reporting to:</b>	Executive Director, Clinical Governance
<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 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 Program Manager is responsible for leading the development and implementation of work on clinical governance within the Commission and reports to the Executive Director, Clinical Governance. This involves planning, establishing and managing clinical governance projects and initiatives, and providing strategic advice about the development and refinement of this program of work within the Commission's work plan.

The Program Manager will have a superior understanding of the Australian health system and have specific knowledge related to clinical governance. They must have a high level of experience in:

- Managing public policy programs.
- Planning and implementing major projects.
- Engaging in, and developing, relationships with stakeholders
- Key challenges associated with the delivery of safe and high-quality health care.

## Position duties and responsibilities

1. Provide program leadership by managing and coordinating the planning, development and implementation of the program as part of the Commission's work plan.
2. Undertake and oversee project management activities, including the development of project plans, budgets, monitoring and reporting, including identifying problems and managing risks.
3. Manage team members on a day-to-day basis, including providing supervision, coaching, performance development and performance management where required, to ensure the program area's deliverables are met to time and to a high-quality.
4. Undertake research and analysis to inform the direction and development of clinical governance projects and initiatives.
5. Coordinate, prepare and review complex briefings and background papers, agendas, meeting papers, correspondence, presentations and other documents.
6. Provide advice and coordinate the Commission's involvement in relevant inter-government committees, working groups and projects at a national level, including undertaking representational activities on behalf of the Commission.
7. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities.
8. Oversee and manage the contracting of service providers, expert advisors and staff, where required.
9. Support the Executive Director, Clinical Governance with fiscal management of the program including program budgeting and staff resourcing in consultation with the Executive Director, Clinical Governance.

## Skills and knowledge required

The successful candidate will have:

- A comprehensive understanding of the Australian healthcare system, key challenges associated with safe and high-quality healthcare delivery, and best practice clinical governance.
- Superior skills in program and project management, with a sound ability to manage multiple priorities to meet deadlines, identify and manage risks, recognise common links, and align key objectives.
- Superior verbal and written communication skills including excellent presentation, liaison, negotiation, influencing and consultation skills.
- Excellent interpersonal skills with demonstrated ability to cultivate positive working relationships with both internal and external stakeholders.

- Excellent decision-making skills, incorporating highly developed analytical skills, conceptual ability, initiative and professional judgement.
- A strategic, professional, and solutions-focused approach to work and leadership.

## Qualifications and experience

The successful candidate will have:

- Extensive senior level experience in policy development at a national or state level, preferably within a healthcare context.
- Demonstrated excellent program and project management experience.
- Experience working with boards and/or leadership teams in health care.
- Extensive experience in the preparation of high-quality briefings, reports and policy papers.
- Relevant tertiary qualifications.

## Selection criteria

1. A comprehensive understanding of Australia's healthcare system, including contemporary clinical governance practice and key challenges associated with the governance of high-quality health care.
2. Experience in program or project management including managing budgets, organisational capability, and strategic planning, with a focus on achieving outstanding results.
3. Highly developed oral and written communication skills including demonstrated ability to prepare high level briefing documents and submissions, present to a range of audiences including senior leadership teams, and explain complex technical and clinical issues clearly.
4. Strong interpersonal skills including an ability to communicate with influence and cultivate productive working relationships with a range of stakeholders.
5. Demonstrated skills in leading and building a high-performing team.
6. Experience working with board members and senior leaders across the health system to drive system-wide improvement.

## 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 (no more than 250 words per selection criteria).

Applications are due by **11.59pm Australian Eastern Daylight Time (AEDT), Wednesday 4 February 2026**.

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](#)