



Position description

Position title:	Project Officer, Assisted Reproductive Technology and Primary Care
Position number:	20051430
Position level:	APS 6
Salary:	\$101,670 - \$114,699 plus 15.4% superannuation
Employment type:	Full time, Non-ongoing for a period of 18 months with the possibility of extension
Reporting to:	Program Manager, National Standards
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 National Standards Program is responsible for the development and maintenance of the National Safety and Quality Standards. This includes ongoing support and resource development for health services implementing the National Safety and Quality Health Service Standards, Pathology and Diagnostic Imaging Standards, National Safety and Quality Primary

and Community Healthcare Standards and National Safety and Quality Cosmetic Surgery Standards.

The National Standards Program also provides a lead within the Commission on projects related to the development and maintenance of the Australian Health Service Safety and Quality Accreditation Scheme and administration of accreditation for general practice, pathology and diagnostic imaging.

The Project Officer will work with the Program Manager and Senior Project Officer of the program to support the development of new standards and accreditation requirements for the Assisted Reproductive Technology sector. They will also support the work of the implementation of the National Safety and Quality Primary and Community Healthcare Standards.

This work will involve project management, organising and assisting with public consultation processes, providing secretariat support to the Industry-based Advisory Committee, writing reports, briefings and other documents, analysing information and provision of advice on procedure and policy across the program area.

Position duties and responsibilities

1. 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.
2. 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.
3. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
4. Provide secretariat support for the Advisory Committee including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
5. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.
6. Collaborate with other team members and other program teams within the Commission to support the work of the team.
7. Liaise with national and state authorities, professional organisations, individuals and non- government organisations to progress the program's work priorities.
8. Other duties as required which may include projects and providing assistance to the Commission's corporate functions.

Skills and knowledge required

The successful candidate will have:

- Strong ability to prioritise work and manage competing priorities across multiple projects, ensuring timely delivery of outcomes in a complex and fast-paced environment
- 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:

- 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 contract management and procurement.
- Experience facilitating the work of committees and engaging and communicating with stakeholders.
- Experience in literature reviews and searches.
- Relevant tertiary qualifications desirable.

Selection criteria

1. Project management experience, including the ability to prioritise tasks, manage competing demands and deliver high-quality outcomes within required timeframes.
2. Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem-solving skills.
3. Demonstrated strong writing skills, including the ability to write high-level documents including briefing papers, reviews, submissions and meeting papers.
4. Demonstrated strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
5. An understanding of Australia's health care system and key safety and quality issues relevant to the National Standards Program.

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) Tuesday 5 May 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](#)