

## Position description

<b>Position title:</b>	Administration and Procurement Officer, Medicines Safety and Quality
<b>Position number:</b>	20024627
<b>Position level:</b>	APS 5
<b>Salary:</b>	\$90,821 to \$98,219 plus 15.4% superannuation
<b>Employment type:</b>	Full-time, Non-ongoing for a period of 18 months with the possibility of extension
<b>Reporting to:</b>	Manager, Medicines Safety and Quality
<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 Medicines Safety and Quality (MSQ) Program contributes to achievement of deliverables for the safe clinical processes stream of the Commission's Work Plan. This includes action and guidance to support safe and quality use of medicines. The MSQ Program also supports the Commission's contribution to implementation of the *National Medicines Policy* and the *National Strategy for Quality Use of Medicines*.

The MSQ Program is responsible for the ongoing stewardship of nationally standardised tools and systems used in the Australian health system to prescribe, dispense and administer

medicines safely. The Commission promotes quality use of medicines by collecting data and reporting on the use of medicines, developing national guidance, and supporting cross sector engagement. The MSQ Program oversees supporting resources for health service organisations regarding the National Safety and Quality Health Service Standards Medication Safety Standard, and the medication safety requirements of other national standards.

## Overview of the position

This core operational role supports the work of the MSQ Program. The Administration and Procurement Officer will work with the Manager, Project Officer(s), Senior Project Officers and Program Director to support their various projects. Such projects include the development and implementation of resources and initiatives to promote the safe and quality use of medicines in the Australian health system. This will include providing administrative support where required for projects and activities, secretariat support for operational and program committees, assisting with planning and logistics for events such as the National Medicines Symposium, assisting with helpdesk customer activities and group mailboxes, supporting procurement and contract management, and analysing information and providing project support.

## Position duties and responsibilities

1. Undertake end to end procurement and contract management activities including financial administration via the Commission's financial administration system (SAP) and processing of invoices.
2. Support the administration of committees.
3. Support the planning, coordination and delivery of events by managing administrative and logistical requirements, including scheduling, venue and supplier arrangements, procurement of goods and services, preparation of event materials, and on-site operational support to ensure effective and compliant event execution.
4. Provide secretariat support to the work of the program and expert groups including organising venues and catering, coordinating papers and agendas and taking minutes as required.
5. Assist with project management activities including monitoring and reporting on the progress of projects and updating Commission systems to reflect changes, where necessary.
6. Maintain a range of databases including travel and contract registers and undertaking any related research as required (such as searching/checking contact details).
7. Work with the Program Director to manage the program budgets and general cash flow tasks.
8. Collaborate with team members and other program teams within the Commission to support the work of the team.
9. Undertake electronic document management using TRIM.
10. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.
11. 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:

- Highly developed time management and organisational skills
- Accuracy and attention to detail
- Effective interpersonal and communication skills (both written and oral)
- Effective computer skills including proficiency in the use of Microsoft Office programs, email and electronic document management systems
- Proficiency in supporting large committees and meetings including coordinating travel and providing effective secretariat skills
- Knowledge of government processes and procedures
- A can-do, professional and positive attitude
- A working knowledge of SAP systems is desirable
- Event planning and coordination
- Knowledge of the Australian healthcare system is desirable.

## Qualifications and experience

The successful candidate will have:

- Experience in providing high quality administrative assistance and corporate support
- Experience in procurement, contract management and financial processing
- Experience in writing for different audiences and in different formats
- Project management experience desirable
- Healthcare experience desirable
- Experience working in government is desirable.

## Selection criteria

1. Experience in providing high quality administrative and corporate assistance, secretariat support and knowledge of government processes and procedures.
2. Effective interpersonal, oral and written communication skills.
3. Demonstrated attention to detail and demonstrated time management and organisational skills.
4. Demonstrated ability to work independently, as well as within a team environment.
5. Experience in event planning and coordination.

## 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 each of the selection criteria.

Applications are due by **11.59pm Australian Eastern Standard Time (AEST) Tuesday 23 June 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.

***PREVIOUS APPLICANTS NEED NOT APPLY***

## **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](#)