



## Position description

<b>Position title:</b>	Senior Project Officer
<b>Position number:</b>	20042818
<b>Position level:</b>	EL1
<b>Salary:</b>	\$124,937 to \$142,493 plus 15.4% superannuation
<b>Employment type:</b>	Full-time, non-ongoing for 18 months with the possibility of extension
<b>Reporting to:</b>	Program 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 and Off Work Plan commitments. 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.

## Position duties and responsibilities

Key responsibilities include:

1. Under the direction of the Manager, Medicines Safety and Quality, lead the planning and implementation of strategies and national guidance to support activities related to the safe and quality use of medicines.
2. Review, analyse and summarise published literature, data, policy papers and other published material to inform policy and program direction.
3. Prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues.
4. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress; providing recommendations about managing risk, and identifying and resolving problems.
5. Keep knowledge of strategic and clinical issues current and investigate how they may be addressed by the Commission.
6. Provide secretariat support to the work of relevant committees and expert groups managed by the program.
7. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities.
8. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.
9. Liaise, and foster productive working relationships with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.
10. Participate in, and present to, committee meetings, forums and workshops on relevant topics.
11. Other duties as required and directed.

## Skills and knowledge required

The successful candidate will have:

- Demonstrated understanding of the issues regarding safety and quality in health care with a focus on medication safety
- Demonstrated understanding of medication safety across the healthcare system (acute, primary health care, community, aged care)
- Experience or exposure to National Safety and Quality Health Service Standards and understanding of accreditation processes
- Highly developed research, strategic analysis and interpretation skills
- Project management skills in a government environment

- Excellent interpersonal skills and demonstrated ability to cultivate productive working relationships with clinical experts, community and consumer groups
- Demonstrated ability to problem solve and exercise professional judgement
- Excellent communication and presentation skills
- A professional, positive, strategic and solutions-focused approach to work
- Excellent writing skills with demonstrated ability to write to a range of audiences. Published work would be highly regarded.
- Ability to concurrently manage a set of projects and programs

## Qualifications and experience

The successful candidate will have:

- Clinical or clinical safety experience
- Experience in delivering medication safety projects in healthcare
- Experience in analysing evidence and developing conceptual models and approaches to complex problems
- Experience in writing to a high standard for different audiences and in different formats
- Extensive experience in literature reviews and searches
- Experience facilitating the work of committees and engaging stakeholders
- Demonstrated excellent project management experience
- High quality experience in policy development at a national or state level and preferably within a healthcare context
- Relevant tertiary qualifications.

## Selection criteria

1. Excellent policy development and project management experience relevant to safety and quality, health care, particularly related to safe and quality use of medicines.
2. Demonstrated high level research and analytical skills.
3. Demonstrated excellent writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
4. Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.
5. A high level of knowledge and comprehensive understanding of key safety and quality issues relevant to safe and quality use of medicines.

## 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 (all criteria to be addressed in 2 pages).

Applications are due by **11.59pm Australian Eastern Standard Time (AEST) Tuesday 7 July 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](#)