

Position description

Position title:	APS5 Administration and Procurement Officer
Position number:	20021684
Position level:	APS 5
Salary:	\$90,821 to \$98,219 plus 15.4% superannuation
Employment type:	Full time, Non-ongoing for a period of 12 months
Reporting to:	Director, National Standards
Location:	Australian Commission on Safety and Quality in Health Care Elizabeth Street, Sydney NSW 2000

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

Overview of the program

The National Standards Program is responsible for the development and maintenance of National Safety and Quality Standards, such as the National Safety and Quality Health Service Standards (NSQHS Standards). This program also maintains the Australian Health Service Safety and Quality Accreditation (AHSSQA) Scheme, which operationalises the National Safety and Quality Standards. This is a fast-paced position that supports the work of the National Standards Program within the Commission. The successful applicant will work independently and with other staff across the National Standards Program. The applicant will work to the Program Director, Program Managers and with each of the Senior Project Officers on their various projects. This will include providing support for committee meetings and events and

working with the corporate areas within the Commission. As such, the position will suit a person who has excellent time management skills, is highly organised and can be flexible in terms of working with different people and with changing priorities.

Position duties and responsibilities

1. Undertake procurement and contract management activities including preparation of procurement plans, obtaining quotes, liaising with the successful vendor and drafting contracts for signature.
2. Undertake basic financial administration (monitoring of the Program Budget), processing invoices and registering contracts in SAP, the Commission's financial administration system.
3. Support the administration of committees, including:
 - registering committee members
 - arranging reimbursement of expenses and payment of entitlements
 - acquitting meeting attendances
 - coordinating and booking travel and accommodation for committee members
 - managing the bookings for teleconferences/videoconferences.
4. Format documents, including establishing reference lists, creating tables of contents, headers, footers, inserting tables and figures as well as merging information.
5. 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.
6. Assist with project management activities including monitoring and reporting on progress of projects.
7. Manage documents, correspondence and other information, including mail merges.
8. Maintain a range of databases including travel and contract registers and undertaking any related research as required (such as searching/checking contact details).
9. Collaborate with team members and other program teams within the Commission to support the work of the National Standards program.
10. Other duties as directed.

Skills and knowledge required

The successful candidate will have:

- Highly developed time management and organisational skills
- Highly developed skills in the use of Microsoft programs
- The ability to coordinate travel and to provide secretariat skills to support large committee meetings
- Accuracy and strict attention to detail in the context of procurement and general contract management tasks
- Effective interpersonal and communication skills (both written and oral)
- Effective computer skills including the use of Microsoft office programs, email and document management systems
- Knowledge of government administration processes and procedures

- Working knowledge of SAP (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
- Experience working in government (desirable).

Selection criteria

1. Experience in providing high-quality administrative and corporate assistance, and knowledge of government processes and procedures.
2. Effective interpersonal, oral and written communication skills.
3. Demonstrated attention to detail, time management and organisational skills.
4. Demonstrated ability to work independently, as well as within a team environment.
5. Extensive experience in word processing and proficiency in Microsoft Office programs and electronic document management systems.

To apply

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload a:

- A CV summarising and demonstrating your relevant experience and qualifications
- A cover letter of no more than two pages in length, that broadly addresses your suitability against the selection criteria.

Applications are due by **11.59pm Australian Eastern Standard Time (AEST) Wednesday 5 August 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 referee checks. However, appointments may be made based on assessment of written applications and referee checks only. Please inform the Commission of any reasonable adjustments that could be considered in conjunction with your application.

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.

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](#)