

Position description

Position title:	Project Officer
Position number:	20053514
Position level:	APS 6
Salary:	\$101,670 to \$114,699 plus 15.4% superannuation
Employment type:	Fulltime, Non-ongoing (12 months)
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** – so that high-quality health care is delivered consistently, reliably and equitably for all Australians
- **Strong outcome focused clinical governance** – so that clinical governance, integrated standards and accreditation drive better patient outcomes
- **Empowered patients, families, carers and communities** – so that health care is designed and delivered with patients and communities
- **An improvement-driven workforce culture** – because better health care is everyone's responsibility, every day.

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 National Safety and Quality Standards, such as the National Safety and Quality Health Service (NSQHS) Standards. This program also maintains the Australian Health Service Safety and Quality Accreditation Scheme, which operationalises the National Safety and Quality Standards.

The Project Officer will work with the Program Manager on:

- development and implementation of the [Healthcare Sustainability and Resilience Module](#) - this work involves organising and assisting with resource development, secretariat support to program committees, analysing information, drafting papers across the program areas and providing project support.
- projects related to the development and maintenance of the Australian Health Service Safety and Quality Accreditation Scheme – this work involves the development of policies and processes to support consistency with accreditation scheme requirements and quality assurance across the scheme.

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 committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
5. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.
6. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.
7. Collaborate with other team members and other program teams within the Commission to support the work of the team.
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:

- knowledge of the Australian healthcare system and an understanding of issues regarding safety and quality in health care
- well-developed research, strategic analysis and interpretation skills
- sound decision-making skills, incorporating initiative and professional judgement where necessary
- strong writing skills

- excellent project management, time management and organisational skills
- effective and well-developed interpersonal and communication skills including the ability to present, negotiate, influence and consult
- understanding of government processes, including procurement and contract management
- a professional, positive and solutions-focused approach to work

Qualifications and experience

The successful candidate will have:

- experience in writing effectively for different audiences and in different formats
- demonstrated project management experience to manage a range of competing projects
- experience facilitating the work of committees, and engaging and communicating with stakeholders
- healthcare experience (desirable)
- relevant tertiary qualifications (desirable).

Selection criteria

1. An understanding of Australia's health care system and key safety and quality issues.
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. Demonstrated project management skills and experience.

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
- two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Applications are due by **11.59PM Australian Daylight Savings Time (AEDT), Wednesday 14 October 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](#)