

Position description

Position title:	Performance Reporting Manager, Business Unit
Position number:	20054306
Position level:	EL1
Salary:	\$124,937 to \$142,493 plus 15.4% superannuation
Employment type:	Full-time, ongoing
Reporting to:	Director, Business Unit
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 Manager, Corporate and Performance Reporting, works as part of the Business Unit and reports to the Director, Business Unit. The position is responsible for the timely development and submission of the Commission's mandatory reports such as the corporate plan, the annual report and the Portfolio Budget Statements (PBS). The position is also responsible for developing the performance sections of the mandatory reports by analysing the Commission's performance data against the agency's commitments.

The role is responsible for managing the Commission's Project Management Framework as well as the Commission's processes, systems and governance arrangements that support project reporting across the agency, including the project reporting tool and its proper use across the organisation.

The role provides strategic advice to the Director, Business Unit and the Executives, and develops briefs for the Commission's committees such as the Board and the Audit and Risk Committee on organisational performance, reporting obligations, accountability requirements, emerging risks and opportunities for continuous improvement.

The role requires significant experience in corporate planning, organisational performance reporting, governance and stakeholder engagement, together with highly developed strategic thinking, analytical, communication and leadership skills to influence organisational outcomes and deliver high-quality reporting in a complex environment.

Position duties and responsibilities

1. Lead and coordinate the development of the Commission's key corporate and organisational reports including the corporate plan, the annual report, the annual performance statements as part of the PBS. Develop sections within these reports that relate to performance by analysing the Commission's performance results against the organisation's commitments.
2. Manage the Commission's reporting calendar and oversee the Commission's delivery and timely submission of statutory, governance, executive and organisational reporting obligations.
3. Develop high-quality briefs for the Board, Audit and Risk Committee, the Executives and to Parliament such as via Senate Estimates briefs, relating to the Commission's performance and project status. Ensure their timely submission across the Commission's internal and external governance structures.
4. Lead the Commission's performance reporting function by monitoring the organisation's framework on project management and performance information, and ensure their effectiveness across the organisation. Ensure that project and performance information is integrated, accurate and supports effective organisational planning, performance monitoring and decision-making.
5. Monitor the Commission's progress against its strategic priorities, work plan, PBS performance measures and other commitments, and provide analysis and advice on performance outcomes, trends, emerging risks and recommendations for their mitigation.
6. Maintain and continuously improve the Commission's reporting, performance monitoring and project reporting frameworks, including reporting processes, methodologies, business rules, guidance materials and governance arrangements.
7. Provide strategic advice and recommendations to the Director, Business Unit and the Executives on organisational performance, mandatory and internal reporting obligations, and project and performance risks.
8. Liaise and foster productive working relationships with other Commonwealth entities and government authorities as well as internally with senior management and staff members. Represent the Commission at relevant meetings, committees, workshops and forums.
9. Supervise the Business Unit's Performance Reporting Officer.
10. Other relevant duties as required.

Skills and knowledge required

The successful candidate will have:

- highly developed research, strategic analysis and interpretation and problem-solving skills, including the ability to analyse complex information, identify trends, risks and issues, and provide evidence-based advice and recommendations.
- excellent writing skills including the ability to prepare high-quality reports, briefs, submissions, performance analyses and governance documentation for a range of audiences.
- highly developed communication, consultation and stakeholder engagement skills with the ability to present, negotiate, influence and build productive relationships with internal and external stakeholders, including with senior executives and internal and external governance bodies.
- highly developed project management skills and experience, including a sound ability to manage multiple priorities, recognise common links, identify and manage risks and align key objectives.
- demonstrated expertise in corporate planning, performance reporting, organisational reporting and governance reporting, including a strong understanding of contemporary Australian Government reporting requirements.
- strong understanding of organisational performance measures and targets, their relationship with the organisation's goals and objectives, and using reporting systems to report on their progress.
- a professional, positive, strategic and solutions-focused approach to work.
- a sound understanding of the Australian healthcare system (preferred but not essential).

Qualifications and experience

The successful candidate will have:

- experience in leading the development of corporate documents and their timely submission, such as corporate plans, annual reports, PBSs and other mandatory reporting documents or their equivalents
- experience implementing and/or managing performance and project reporting frameworks and systems
- experience in analysing information to identify trends, emerging issues and risks and recommend their mitigation
- demonstrated skill in writing a broad range of documents such as reports, briefs, minutes and proposals a high standard for different audiences and in different formats
- experience in project management, including the capability to manage complex projects end-to-end to develop and implement system improvements.
- relevant tertiary qualifications.

Selection criteria

1. Demonstrated experience in developing corporate reports, particularly reports that are mandatory for the Australian Government entities such as corporate plans, annual reports, annual performance statements and PBS.

2. In-depth knowledge and understanding of the Australian Government reporting requirements under legislation such as the *Public Governance, Performance and Accountability Act 2013*.
3. Demonstrated experience developing, implementing and/or managing organisation-wide frameworks, systems and processes that contribute to the organisation's informed decision-making such as a project management framework.
4. Demonstrated ability to review information in order to analyse outcomes, trends, emerging issues and risks, and ability provide strategic advice to senior management on issues.
5. Excellent writing skills, including the ability to produce high quality documents for a variety of audiences and in different formats.
6. Demonstrated excellence in engaging and negotiating with stakeholders, including the ability to engage and develop relationships with senior stakeholders and to broker decisions through collaboration and consensus.

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 Daylight Time (AEDT), Tuesday 20 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](#)