Australian Commission on **Safety and Quality** in Health Care

TRIM: D26-53343

Position description

Position title:	Senior Project Officer
Position number:	Multiple Positions
Position level:	EL1
Salary:	$124,937 to $142,493 plus 15.4% superannuation
Employment type:	Full-time, non-ongoing for 18 months
Reporting to:	Program Manager, Clinical Governance for High-Quality Primary Care/Healthcare Variation
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 Healthcare Variation program is part of a priority area of work for the Commission that concerns quality, value and outcomes. The aim of this priority area is to have a health system that provides high-quality care in an evolving environment. Over the next 18 months, the Healthcare Variation team will be responsible for two major workstreams: obligations under the National Health Reform Agreement (NHRA) Addendum 2026-31 and publication of Atlas reports as part of the program's flagship initiative, the Australian Atlas of Healthcare Variation.

The Clinical Governance for High-Quality Primary Care team will develop a national clinical governance framework to strengthen the quality, safety and consistency of primary care. The work will be delivered in two phases:

- Phase 1: Development of the national clinical governance framework
- Phase 2: Development of a roadmap for applying the framework using system levers.

The overarching objectives of this project include:

- Building a shared understanding of high-quality care in primary care and the foundations of clinical governance required to support it
- Setting out the systems, processes and key actions to shape the culture to achieve high-quality care
- Clarifying accountability, roles and responsibilities.

This project will involve significant engagement with a range of primary care stakeholders and the Department of Health, Disability and Ageing.

Positions Available

There are multiple Senior Project Officer positions available in the two streams of work:

EL1 Senior Project Officer, Clinical Governance for High-Quality Primary Care

The Senior Project Officer will be responsible for leading the work on the development of program initiatives for the Clinical Governance for High-Quality Primary Project. This will include undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

EL1 Senior Project Officer, Healthcare Variation

The Senior Project Officer will be responsible for leading the work on the development and implementation of program initiatives, with a focus on the NHRA workstream, as well as contributing to broader activities to support the Healthcare Variation team. This will include undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

Position duties and responsibilities

1. With the Program Manager, lead the planning and conceptualisation of strategies and national guidance to support the Clinical Governance in High-Quality Primary Project.
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. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.
7. Liaise, and foster productive working relationships with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.
8. Participate in, and present to, committee meetings, forums and workshops on relevant topics.
9. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities.
10. Other duties as required and directed.

Skills and knowledge required

The successful candidate will have:

- Excellent interpersonal skills with demonstrated ability to cultivate positive working relationships with both internal and external stakeholders
- Superior verbal and written communication skills including excellent presentation, liaison, negotiation, influencing and consultation skills
- Extensive and comprehensive understanding of the Australian healthcare system
- Superior skills in program and project management
- Excellent decision-making skills, incorporating highly developed analytical skills, conceptual ability, initiative and professional judgement
- Extensive knowledge and understanding of government processes
- High level risk management skills
- A professional, positive, strategic and solutions-focused approach to work.

Qualifications and experience

The successful candidate will have:

- High-quality experience in policy development at a national or state level and preferably within a healthcare context
- Superior capability and proven experience in program and project management
- Experience in analysing evidence and developing conceptual models and approaches to complex problems
- Proven experience in strategic stakeholder management
- Highly developed written communication skills
- Comprehensive understanding of key safety and quality issues in primary care
- Relevant tertiary qualifications.

Selection criteria

1. A comprehensive understanding of Australia’s healthcare system, including approaches to clinical governance in primary care settings.

2. Demonstrated experience in program or project management, with a focus on achieving outstanding results within tight timeframes.
3. Demonstrated high level research and analytical skills.
4. Strong interpersonal skills including an ability to communicate with influence and an ability to cultivate productive working relationships with a range of government and non-government stakeholders.
5. Highly developed analytical skills and conceptual ability, with the demonstrated capacity for sound judgement and innovative problem-solving.
6. Highly developed oral and written communication skills including demonstrated ability to prepare high level briefing documents and reports, present to a range of audiences and explain complex technical and clinical issues.

To apply

To apply for these positions, 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), Sunday 15 November 2026**.

Candidates must be Australian citizens to be eligible to apply.

Please note: The positions 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