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

Position description

Position title:	Project Officer
Position number:	Multiple Positions
Position level:	APS6
Salary:	$101,670 to $114,699 plus 15.4% superannuation
Employment type:	Full-time, non-ongoing for a period of 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 appropriate and high-value care. Over the next 18 months, the Healthcare Variation team will be responsible for two major workstreams: obligations under the National Health Reform Agreement 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 Project officer positions available in the two streams of work:

APS6 Project Officer, Healthcare Variation

The Project Officer will support the development and implementation of program initiatives, with a focus on the NHRA workstream. This includes supporting stakeholder consultation and engagement activities, providing secretariat support to expert advisory groups, including drafting meeting papers, and delivering day-to-day project support to the broader Healthcare Variation team.

APS6 Project Officer, Clinical Governance for High-Quality Primary Care

The Project Officer will support the development program initiatives for the Clinical Governance for High-Quality Primary Project. This includes supporting stakeholder consultation and engagement activities, providing secretariat support to expert advisory groups, including drafting meeting papers, and delivering day-to-day project support to the broader Clinical Governance for High-Quality Primary Care team.

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. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.
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. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.

6. 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.
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:

- Excellent project management, time management and organisational skills
- Strong writing skills
- Effective and well-developed interpersonal and communication skills including the ability to present, negotiate, influence and consult
- Well-developed research, strategic analysis and interpretation skills
- Sound decision making skills, incorporating initiative and professional judgement where necessary
- Understanding of government processes, including procurement and contract management
- A professional, positive and solutions-focused approach to work
- Knowledge of the Australian healthcare system and an understanding of issues regarding safety and quality in health care is desirable.

Qualifications and experience

The successful candidate will have:

- Demonstrated project management experience to manage a range of competing projects
- Experience in writing effectively for different audiences and in different formats
- Demonstrated experience in contract management and procurement
- Experience facilitating the work of committees, and engaging and communicating with stakeholders
- Relevant tertiary qualifications desirable.

Selection criteria

1. Demonstrated project management skills and experience.
2. Demonstrated strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
3. Demonstrated strong writing skills, including the ability to write high level documents including briefing papers, reviews, submissions and meeting papers.
4. Previous experience managing procurement and contract management activities including financial administration.
5. Previous experience in a similar health-related or government role.

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