

## Role Name: Policy and Project Officer, Medical

### Role data

|                                  |                            |                                  |                                                 |
|----------------------------------|----------------------------|----------------------------------|-------------------------------------------------|
| <b>Position no.</b>              | E12970                     | <b>Work Area Profile</b>         | National Board<br>Medical Board of<br>Australia |
| <b>Work Level Classification</b> | Level 6                    | <b>Directorate/Business Unit</b> | National Strategy and<br>Policy                 |
| <b>Reports to (role)</b>         | Policy Manager,<br>Medical | <b>Location</b>                  | Melbourne (preferred)                           |
| <b>No. direct reports</b>        | Nil                        | <b>No. of indirect reports</b>   | Nil                                             |
| <b>Version date</b>              | January 2025               | <b>Tenure</b>                    | Fixed Term, 12<br>months                        |

### Work area profile

Ahpra's overall purpose is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community. Website: [www.ahpra.gov.au](http://www.ahpra.gov.au)

The role is part of the National Boards' team within the Ahpra National Strategy and Policy directorate. The role supports the Medical Board of Australia (Board) to deliver on the Board's regulatory plan and projects for regulation of registered medical practitioners in Australia

### Role purpose

The Policy and Project Officer supports the Board in its policy and standards development, communication and engagement with stakeholders and management of key projects. The Policy and Project Officer contributes through the provision of deep understanding of communicating and engaging with the medical profession, the broader industry and, importantly, patients and the public. The role is also involved in contributing expertise to managing projects, developing and implementing stakeholder plans, researching professional practice matters and preparing registration standards and professional codes, standards, guidelines for approval by the Board.

### Key accountabilities

- Work collaboratively with the Policy Manager, Medical, Executive Officer, Medical and the other medical policy and administrative staff, and the broader Ahpra team.
- Manage schedules, the project budget and overall project organisation to ensure requirements and project deliverable dates are clearly communicated, understood and executed.
- Manage key contracts related to the Board project portfolio.
- Review, develop and implement the Board's communications and engagement strategy, across multiple channels, to communicate to a wide range of audiences including students, registered practitioners, industry, patients and the public.
- Prepare agenda and policy papers, briefings and correspondence for the Board, and Policy Manager and Executive Officer, Medical.
- Work with the Policy Manager, Medical and other medical policy and project staff to manage key projects for the Board.

- Develop and maintain relationships with Board members by providing accurate advice on regulatory, governance and procedural aspects and actively seek and respond to feedback about the provision of regulatory, policy, communication and engagement services.
- Work with the Policy Manager, Medical and other medical policy staff in the development of strategy and planning in the context of the NRAS Strategy and Health Profession Agreement.
- Perform duties as directed by the Policy Manager, Medical and Executive Officer, Medical.
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants meaning to:
  - Take reasonable care for own and others' health, safety and wellbeing
  - Adhere to Ahpra's workplace health, safety and wellbeing policies and procedures.

### Capabilities for the role

The Ahpra [Capability Framework](#) applies to all Ahpra employees. Below is the complete list of capabilities and proficiency level required for this position.

| Capabilities                                                                                                               | Proficiency level |
|----------------------------------------------------------------------------------------------------------------------------|-------------------|
| Commits to customer service                                                                                                | Advanced          |
| Displays leadership                                                                                                        | Intermediate      |
| Generates and delivers the strategic vision                                                                                | Intermediate      |
| Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law | Intermediate      |
| Builds constructive working relationships                                                                                  | Advanced          |
| Communicates effectively                                                                                                   | Advanced          |
| Demonstrates accountability in delivering results                                                                          | Advanced          |
| Uses information and technology systems                                                                                    | Intermediate      |
| Displays personal drive and integrity                                                                                      | Intermediate      |

| Qualifications/Experience | Required                                                                                                                                                                                                                                                  |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>     | Bachelor level qualifications in health, policy or communications                                                                                                                                                                                         |
| <b>Experience</b>         | <ul style="list-style-type: none"> <li>• Experience working with medical profession</li> <li>• Experience in the health system/sector</li> <li>• Experience in development of policy advice, ideally relating to health practice or regulation</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Demonstrated time management, planning and organisational skills</li> <li>• Sound understanding of corporate governance and regulatory systems</li> <li>• Well-developed conceptual and analytical skills</li> <li>• Sophisticated oral and written communication skills</li> <li>• Strong relationship building capabilities and influencing skills</li> <li>• Strong interpersonal skills with the ability to work collaboratively and effectively with others.</li> </ul> |
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### Key relationships

| Internal relationships                                                                           | External relationships                     |
|--------------------------------------------------------------------------------------------------|--------------------------------------------|
| Medical Board of Australia                                                                       | Medical practitioners                      |
| Policy Manager, Medical, Executive Officer, Medical and other staff supporting the Medical Board | Medical stakeholder groups                 |
| Other MBA policy and project and administrative staff                                            | Education providers and students           |
| Multiprofession policy team                                                                      | Employer groups and industrial unions      |
| Ahpra Regulatory operations                                                                      | Jurisdictional representatives             |
| State and Territory Medical Boards                                                               | Australian Indigenous Doctors' Association |
| State and Territory Managers                                                                     | Contractors and suppliers                  |