

Strategic Policy and Projects Officer

HPAC Forum

0.6 FTE | AMC Band 4

Reports to: Executive Officer, HPAC Forum

Location: Canberra or Melbourne; remote work may be considered for an exceptional candidate

Employment: Fixed-term, part-time

Position purpose

The Strategic Policy and Projects Officer is a key professional role within the HPAC Forum secretariat, working closely with the Executive Officer to advance the Forum's strategic priorities and support its effective operation.

The position provides policy, research, project, stakeholder engagement, governance, communications and operational capability to the Forum. It leads allocated projects and work programs, undertakes research and analysis, develops high-quality written advice and supports effective collaboration across Forum members and stakeholders.

Working with a high degree of autonomy, the position is expected to understand the purpose and context of its work, determine appropriate approaches, engage relevant stakeholders, progress activities and deliver high-quality outcomes. The position provides sound analysis, options, recommendations and advice, and identifies and escalates matters requiring strategic judgement or Forum leadership.

The position is accountable for integrating cultural safety into its work, engaging respectfully with Aboriginal and/or Torres Strait Islander stakeholders, identifying and addressing cultural safety considerations within delegated authority, and escalating sensitive or significant matters appropriately. The position also applies sound data governance and Indigenous data sovereignty principles when collecting, accessing, analysing, using, storing, sharing, retaining or disposing of information relating to Aboriginal and/or Torres Strait Islander peoples.

About the HPAC Forum

The HPAC Forum is a collaborative body comprising health professions accreditation authorities within Australia's National Registration and Accreditation Scheme. The Forum provides a collective voice for its members and contributes sector leadership, stewardship and collective expertise to align and advance accreditation and assessment.

The Forum aims for a diverse workforce to reflect the Australian community. We believe diversity improves ideas and results in better outcomes and our employment policies reflect our commitment to diversity and inclusion.

The Forum is committed to a working environment that is inclusive and culturally safe for all. We work closely with Aboriginal and/or Torres Strait Islander stakeholders. Staff are expected to model culturally

safe practice, recognise and respond appropriately to cultural safety matters within the scope of their role, and contribute to respectful and inclusive ways of working.

Key responsibilities

Policy, research and advice

- Research and analyse policy, regulatory and system issues relevant to the Forum.
- Identify emerging issues, implications and opportunities and develop options and recommendations.
- Prepare high-quality briefing papers, policy papers, consultation responses, reports and other written advice.
- Undertake mapping, analysis and reporting to support Forum priorities and projects.
- Apply an understanding of cultural safety, equity and inclusion in policy, research, consultation and project work, including consideration of the experiences and perspectives of Aboriginal and/or Torres Strait Islander peoples.
- Collaborate and consult with Aboriginal and/or Torres Strait Islander stakeholders, and relevant Indigenous advisers or teams, to ensure policy, research, consultation and project activities are respectful, culturally safe and informed by appropriate perspectives.
- Identify, address and report cultural safety risks or concerns within the scope of the role, and escalate matters requiring higher-level judgement, specialist advice or approval.

Project leadership and delivery

- Lead allocated Forum projects and work programs from initiation through to completion.
- Develop project approaches, plans, timelines and deliverables and coordinate stakeholders and contributors.
- Monitor progress, risks and issues, maintain momentum and escalate matters requiring strategic intervention.
- Coordinate consultations and other project activities and deliver high-quality project outputs, reports and presentations.
- Ensure agreed decisions and actions are implemented and followed through.

Member engagement and collaboration

- Establish and maintain productive relationships with Forum members, contributors and relevant stakeholders.
- Coordinate member engagement and consultation activities.
- Support working groups and collaborative activities to remain organised and focused on agreed outcomes.

- Identify barriers to collaboration and develop practical approaches to address them.
- Support effective and timely information flow to Forum members.
- Engage respectfully and inclusively with members, stakeholders and contributors, recognising diverse perspectives, experiences and contexts.

Governance and organisational improvement

- Support effective secretariat arrangements for Forum meetings, committees and working groups.
- Maintain governance records and track decisions, actions and commitments.
- Identify opportunities to improve Forum governance, processes, systems and ways of working.
- Research relevant good practice and develop practical improvements.
- Contribute to effective use of Microsoft Teams and other systems for collaboration and information management.
- Apply data governance requirements to Forum information and records, including appropriate authority, quality, privacy, security, access, use, sharing, retention and disposal across the information lifecycle.
- Respect Indigenous data sovereignty by ensuring information relating to Aboriginal and/or Torres Strait Islander peoples is managed transparently and in accordance with applicable requirements, agreed cultural protocols, community authority, and the rights and interests of the relevant peoples and communities.

Communications

- Coordinate the Forum newsletter and liaise with communications staff across member authorities.
- Draft, edit and proofread Forum communications and other material.
- Coordinate relevant LinkedIn and other communications activity.
- Support clear, timely and purposeful communication with members.

Operational support

- Share routine secretariat and administrative responsibilities within the small Forum team.
- Assist with meeting preparation, logistics, document management and other practical requirements.
- Provide continuity for Forum activities during periods of Executive Officer absence, within agreed parameters.

Key working relationships

Internal

- Executive Officer, HPAC Forum
- HPAC Forum Chair, Deputy Chair and members
- Forum working groups, committees and project leads

External

- Staff and representatives of Forum member organisations
- Accreditation and regulatory stakeholders
- Aboriginal and/or Torres Strait Islander stakeholders, communities and relevant Indigenous advisers or representative bodies.

The position develops relationships appropriate to its responsibilities and escalates sensitive, strategic or high-level matters to the Executive Officer.

Selection criteria

Policy research, analysis and judgement

Ability to research and analyse complex or unfamiliar issues, synthesise information, identify implications and develop sound options, recommendations and advice.

Project leadership and delivery

Experience leading or managing projects or substantial pieces of work, including planning, stakeholder coordination, monitoring progress, identifying issues and delivering outcomes.

Written communication

Highly developed ability to produce clear, concise and well-structured professional material for a range of audiences.

Stakeholder engagement and collaboration

Ability to establish productive relationships with diverse stakeholders and facilitate collaboration where people have different perspectives, priorities or levels of capacity.

Cultural safety and Indigenous engagement

Demonstrated ability to embed cultural safety in professional practice; collaborate respectfully with Aboriginal and/or Torres Strait Islander stakeholders; identify, address and report cultural safety matters; and drive cultural safety accountability with stakeholders within the scope of the role, escalating matters appropriately where required.

Autonomy, initiative and organisation

Ability to work with limited direction, determine appropriate approaches, manage competing priorities, exercise sound judgement and reliably follow work through to completion.

Problem solving and improvement

Ability to identify problems, barriers or inefficiencies, develop practical solutions and contribute to improving processes, systems or ways of working.

Data governance and Indigenous data sovereignty

Understanding of sound data governance and information management practices, including privacy, security, access, use, sharing, retention and disposal, and an ability to apply Indigenous data sovereignty principles to information relating to Aboriginal and/or Torres Strait Islander peoples.

Adaptability and professional maturity

Ability to work effectively in a small, complex and evolving environment, respond constructively to changing priorities and exercise appropriate discretion and professionalism, and contribute to an inclusive and culturally safe working environment.

Essential qualifications and experience

- Relevant tertiary qualification and/or substantial relevant professional experience.
- Experience in policy, project, program, research, governance, stakeholder engagement or a related professional environment.
- Demonstrated experience working with autonomy and responsibility for delivering outcomes.

Highly desirable

- Experience in health, education, regulation, accreditation or workforce policy.
- Experience working in or with a membership, professional, regulatory or collaborative organisation.
- Experience working with senior stakeholders in a policy, project or secretariat environment.