Role Name: Policy and Project Officer, Accreditation Policy

Role data

Position no.	TBC	**Work Area Profile**	Accreditation
Work Level Classification	Level 6	**Directorate**	Health Workforce
Reports to (role)	Senior Accreditation Policy Advisor	**Location**	Any
No. direct reports	Nil	**No. of indirect reports**	Nil
Version date	October 2026	**Tenure**	Fixed-term

Work Area Profile

Ahpra's overall mission 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

The Health Workforce directorate exists to protect the public through whole of National Scheme strategy, policy, engagement and regulatory governance functions that are effective and responsive. The directorate provides high quality services that are national and run across the professions we regulate.

The Accreditation Policy team, within Ahpra's Accreditation Unit, works in collaboration with other teams within the Health Workforce directorate to deliver on key accreditation policy initiatives across the National Scheme, with input from National Boards, Agency Management Committee and a range of external stakeholders. The Accreditation Policy team also undertakes a portfolio of policy and project work related to implementation of accreditation arrangements, development of accreditation standards and professional capabilities.

Role Purpose

The Policy and Project Officer contributes to policy development and the implementation of strategic accreditation policy initiatives and accreditation arrangements.

With a focus on Ahpra's values to deliver high performance, the Accreditation Policy and Project Officer plays an important role in ensuring policy advice and guidance is consistent with current legislation, established approaches and agreed principles.

The role works within the Accreditation Policy team and applies the following key accountabilities to meet the purpose.

Key Accountabilities

- Contribute to the development and implementation of strategic accreditation policy initiatives in accordance with agreed workplans
- Develop high-quality policy advice, agenda papers and progress reports
- Undertake research and policy development work to support implementation of accreditation policy initiatives in accordance with agreed workplans
- Provide timely advice to the Accreditation Policy team on issues and risks affecting implementation of agreed workplans

- Identify and resolve problems related to implementation of agreed workplans, and escalate matters where risk or complexity exceeds agreed thresholds
- Proactively consult with relevant stakeholders to obtain relevant contemporary information to inform research and policy development work, using consultation tools to facilitate productive, efficient and effective stakeholder consultation in accordance with Ahpra's consultation processes
- Contribute to the development of presentations for internal and external stakeholders, as required
- Contribute to the creation and maintenance of web-based information for internal and external stakeholders
- Other activities as reasonably requested by line manager
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means 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	Intermediate
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	Advanced
Builds constructive working relationships	Advanced
Communicates effectively	Advanced
Demonstrates accountability in delivering results	Intermediate
Uses information and technology systems	Advanced
Displays personal drive and integrity	Advanced

Qualifications/Experience

Qualifications/Experience	Required
Qualifications	Degree in a relevant field such as health/education policy, public policy or research, or equivalent relevant policy experience.
Experience	Considerable experience in the development of policy advice, ideally relating to health practitioner regulation, education or accreditation. Demonstrated ability to be adaptable and responsive, coping well under pressure, responding and adjusting easily to changing work demands and circumstances Demonstrated research, analytical and conceptual skills as they relate to policy development Demonstrated advanced organisational skills including excellent time management skills plus the ability to prioritise workload in response to time critical targets Demonstrated advanced written communication skills including experience drafting policy, writing reports and recommendations, and preparing agenda papers Advanced verbal communication, negotiation and influencing skills Advanced relationship building capabilities across a broad range of stakeholders Advanced problem solving and analytical skills and the ability to exercise sound judgment and resolve issues independently within agreed thresholds and escalate issues as required

Key Relationships

Internal Relationships	External Relationships
Accreditation Policy team Multiprofession Policy team Accreditation Unit National Boards Ahpra Board Accreditation Committee Executive Officers Strategy and Policy Directorate Other directorates within Ahpra	Accreditation authorities International health regulatory and accreditation bodies Education regulatory bodies Professional associations and industry bodies Key accreditation stakeholders