

Position description

Position title:	Project Officer, AURA
Position number:	20024566
Position level:	APS6
Salary:	\$98,327 to \$110,927 plus 15.4% superannuation
Employment type:	Full-time, non-ongoing up to 30 June 2026
Reporting to:	Manager, AURA
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 and coordinates national improvements in healthcare safety and quality. 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:

1. Safe delivery of health care
2. Partnering with consumers
3. Partnering with healthcare professionals
4. Quality, value and outcomes.

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 Antimicrobial Use and Resistance in Australia (AURA) surveillance program coordinates data from a range of sources to provide a comprehensive and integrated picture of patterns and trends of antimicrobial resistance (AMR) and antimicrobial use in human health across Australia. The Commission is funded by the Department of Health and Aged Care for the conduct of two surveillance systems that contribute to AURA and analyses of data from those systems and community antimicrobial use.

The Commission's AURA Project team is part of the Medicines Safety and Infection Prevention and Control (MSIPC) directorate. The AURA Project supports the Commission's work on the

National Quality and Safety Health Service Standards, the National Safety and Quality Primary and Community Healthcare Standards and the strengthened Aged Care Clinical Standard. This includes development of national policies, guidelines and strategies to respond to AMR, promoting effective antimicrobial stewardship (AMS), promoting use of AURA data for infection prevention and control (IPC) programs, and supporting patient safety initiatives to prevent and control AMR and healthcare-associated infections.

This position works under the direction of the Manager, AURA, to support the AURA Project team. The role includes undertaking end-to-end procurement, project planning and management, contract management, supporting budget planning and management, preparation of reports, writing briefings and other documents for internal and/or external audiences, support of the National Hand Hygiene Initiative help desk as required and other system support roles of the team.

Position duties and responsibilities

The key position responsibilities include:

1. Undertake project management activities, including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress of projects; and identifying problems and proposing possible solutions.
2. 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.
3. Prepare high-quality written reports, resources, briefs and other documents for a range of internal and external audiences on complex healthcare issues.
4. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
5. Participate in, and present to, committee meetings, forums and workshops on relevant topics, and provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
6. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring.
7. Collaborate with team members and other program teams within the Commission to support the work of the Commission and the AURA Project.
8. Contribute to the operation of the National Hand Hygiene Initiative (NHHI) Help Desk, management of the team email boxes and other support services for health system staff who use the learning management system and NHHI auditing applications.
9. Under direction, liaise with national and state authorities, professional organisations, individuals, government and non-government organisations to progress the program's work priorities.
10. Other duties as required which may include projects and supporting the Commission's corporate functions, such as assistance with reception duties.

Skills and knowledge required

The successful candidate will have:

- Excellent project management, time management and organisational skills, and ability to take initiative and work collaboratively with the team and sound financial administration skills to manage budgets.

- Strong oral and high-level written communication and interpersonal skills, including the ability to produce documents for a range of audience in different formats.
- Excellent writing skills for a range of audiences and in different formats, particularly involving data and analyses.
- Well-developed research and analysis skills.
- Effective and well-developed interpersonal and communication skills including the ability to present, negotiate, influence and consult.
- Sound judgement in the identification of issues and appropriate solutions.
- Sound understanding of government processes, including procurement and contract management.
- Sound knowledge of the Australian healthcare system and an understanding of issues regarding safety and quality in health care and topics related to AMR, communicable diseases or public health.
- Proficient in the use of MS Office and EndNote applications.

Qualifications and experience

The successful candidate will have:

- Project management experience to manage a range of competing projects in an effective manner.
- Experience in writing effectively for different audiences and in different formats, particularly involving data and analyses on topics related to AMR, communicable diseases or public health.
- Demonstrated experience in contract management and procurement.
- Demonstrated experience in stakeholder communication.
- Experience in providing secretariat support and writing for technical audiences.
- Ability to work effectively across teams and proactively manage projects and issues that meet timeframes.
- Proficient in the use of MS Office and EndNote applications.
- Tertiary qualifications in a relevant area desirable.

Selection criteria

1. Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem-solving skills.
2. Demonstrated high-level project management and interpersonal skills, including the ability to manage competing priorities, show initiative in meeting deadlines and develop productive working relationships with a range of stakeholders.
3. Demonstrated strong written and oral communication skills, including the ability to produce high level documents including reports, resources, briefing papers, reviews, submissions, correspondence and meeting papers that clearly communicate complex issues, such as data analysis, in a manner appropriate for the audience.
4. Knowledge of government processes, particularly in regard to procurement processes, or demonstrated capacity in procedural procurement processes.

5. Knowledge and understanding of Australia's health care system and key safety and quality issues relevant to AMR.

To apply

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience, qualifications and referee details (one of which must be your current supervisor)
- A statement addressing your suitability against each of the selection criteria (no more than 250 words per selection criteria).

Applications are due by **11.59pm Australian Eastern Daylight Time (AEDT) Sunday 6 April 2025**.

Candidates must be Australian citizens to be eligible to apply.

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 referee 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.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular presence in the office is required.

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](#).