

Forum Executive Officer

Role:	Forum Executive Officer
Type	Contract, part time (.60 FTE). Position can be undertaken remotely or by agreement in a hybrid model at office in Canberra
Salary:	A salary of between \$105,000 to \$110,000 per annum plus superannuation
Direct reports:	Administrative Support Officer
Key stakeholders:	Members of the Health Professions Accreditation Collaborative Forum

ABOUT THE ORGANISATION

The Health Professions Accreditation Collaborative Forum (HPAC Forum) is a coalition of the 15 accreditation authorities providing accreditation functions for the National Registration and Accreditation Scheme under the Health Practitioner Regulation National Law. The Forum works collaboratively with its member organisations and other stakeholders to improve the quality, efficiency and effectiveness of accreditation and assessment functions of the regulated health professions for the benefit of the community.

The Forum has operated since 2007, with secretariat services provided by staff of a member organisation. This position together with the Administrative Support Officer position are new positions created due to the expansion of the work of the HPAC Forum.

The Forum is led by a Chair and Deputy Chair, elected by the Members.

Forum members make a substantial contribution to the Forum's work through engagement in projects, and contribution to Forum position and policy papers.

ABOUT THE POSITION

The Executive Officer implements the strategy approved by the HPAC Forum and ensures that the organisation's structure and processes meet the strategic and cultural needs of the organisation. The Executive Officer is responsible for providing leadership, coordination, and management to drive the successful implementation of the organisation's objectives. This role requires working closely with internal and external stakeholders, ensuring operational effectiveness, and delivering high-quality outcomes across various projects. The Executive Officer will play a crucial role in shaping policy responses and managing financial performance.

The Forum has an agreement with a member organisation, the Australian Medical Council, to provide services for the Forum, including the employment of Forum staff. The Forum Executive Office will be appointed under the terms and conditions of employment of the AMC and draw on AMC operational policy. They will report to the Chair of the HPAC Forum.

KEY RESPONSIBILITY AREAS

The HPAC Forum Executive Officer provides a professional 'face' of the Forum in partnership with the Forum leadership.

The Executive Officer will review and reset the agreed list of strategic actions against the HPAC Forum strategic plan. They are responsible for preparation of papers for HPAC Forum meetings. HPAC Forum meets 5 times per year in person in either Melbourne or Canberra.

The Executive Officer will work with the Forum Chair to ensure that the relevant recommendations/resolutions reflect the intent of the Forum's discussions. Specifically, the HPAC Forum Executive Officer is responsible for:

- Reviewing, implementing and reporting on HPAC Forum's strategy
- Developing and recommending business plans for the Forum's consideration
- Submitting reports, budgets and financial statements to the Forum
- Implementing all approved plans, policies and programs
- Overseeing the financial management of the organisation
- Overseeing the effective operation, administration and development of the organisation
- Preparing responses to consultations on behalf of HPAC Forum
- Representing the Forum and the collective view of members as required
- Producing high quality presentations, plans, reports, communications and meeting papers
- Working collaboratively with Forum project leads and contributors to support the success of Forum projects
- Managing the administrative support officer, directing their role, and supporting their performance and professional development
- Developing collaborative and respectful relationships with the Forum members
- Building the value of the organisation to Members.

DELEGATIONS

The HPAC Forum makes the financial delegations to the Executive Officer, and these are reviewed at least annually. The Executive Officer is responsible for working within the delegated financial limits as set out by HPAC Forum and documented as resolutions in HPAC Forum Minutes.

KEY ATTRIBUTES, SKILLS AND CAPABILITIES

- Capacity to represent the Forum and the collective views of the Members with integrity and professionalism
- Commitment to collaboration, consultation and inclusion
- Strategic planning - implementation, monitoring and reporting on strategic plan
- Outcomes focused. Develop and implement projects across stakeholder groups to achieve shared outcomes

- Highly developed communication skills including written communication skills
- Leadership skills. Lead stakeholders to make the important things happen.
- Ability to work both independently and collaboratively
- Support and cultivate productive working relationships with stakeholders
- Policy development – respond to the policy landscape and propose direction for policy development
- Comprehensive understanding of the National Registration and Accreditation Scheme
- Committed to equity and cultural safety
- Understanding of the application of culturally safe practices, and a proven capacity to advocate for the delivery of related strategic goals of the Forum
- Financial acumen
- Proven ability to manage projects
- Ability to manage competing demands within limited timeframes
- High level of office technology literacy, including use of online collaboration tools; information literacy and information management skills.

Demonstrated experience in one or more of the following areas will be highly regarded:

- Higher education management
- Regulation (in education and/or health sectors preferred)
- Accreditation, examinations, and/or quality assurance
- Health policy development

Experience managing an NFP organisation and/or a membership support organisation will be an advantage.

PERFORMANCE APPRAISAL PROCESS

The position will be subject to a three-month probationary period, and annual performance review against an agreed annual performance plan and key performance indicators, measures and targets.

OTHER INFORMATION

This position is available for flexible and remote working. The Executive Officer must be available for occasional extended hours of work and domestic travel to meet business needs.

The Australian Medical Council is the employer of the Forum staff. It has a commitment to diversity and inclusion in the workplace:

- It aims for a diverse workforce, so that it reflects the Australian community. It believes that that diversity improves ideas and results in better outcomes. Employment policies reflect the organisation's commitment to diversity and inclusion.
- The organisation works closely with a number of Aboriginal and Torres Strait Islander and Māori stakeholders and is committed to ensuring a working environment that is inclusive and culturally safe at all times.
- Aboriginal and/or Torres Strait Islander People are encouraged to apply for all roles advertised.
- All staff are required to participate in ongoing cultural safety training.