

## Executive and Administration Support Officer

<b>Role</b>	Executive and Administration Support Officer
<b>Type</b>	Contract, part time (0.4 FTE). Position can be undertaken remotely or by agreement in a hybrid model at our office in Canberra
<b>Salary</b>	A salary of between \$35,000 to \$40,000 (\$87,500 - \$100,000 1.0 FTE) per annum, plus 12% superannuation
<b>Direct reports</b>	N/A
<b>Key stakeholders</b>	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 is a new position 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, and a Forum Executive Officer. 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 and Administration Support Officer provides high-level administrative and operational support to the Executive Officer, Chair and Deputy Chair of the Forum. This role is pivotal in ensuring the smooth functioning of executive operations, stakeholder engagement, project coordination and governance activities. The Executive Assistant will work independently and collaboratively to manage meetings, events, projects, communications, and organisational processes.

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 and Administration Support Officer will be appointed under the terms and conditions of employment of the AMC and draw on AMC operational policy. They will report to the Forum Executive Officer.

### Key Responsibility Areas

- Provide comprehensive administrative support to the Executive Officer and leadership team, including diary management, travel arrangements, and correspondence.

- Schedule and coordinate meetings, forums, and events; prepare agendas, distribute papers, take minutes, and manage follow-up actions.
- Serve as a primary contact for internal and external stakeholders, ensuring professional and timely communication.
- Draft, edit, and format reports, briefings, committee papers, and other documentation to support governance and strategic initiatives.
- Assist in the planning and implementation of projects across stakeholder groups, ensuring alignment with organisational goals.
- Maintain accurate records and filing systems in accordance with organisational policies and data protection standards.
- Identify and implement improvements to administrative and operational processes to enhance efficiency and effectiveness.
- Support the development, review, and maintenance of organisational policies and procedures.
- Assist in the planning and delivery of forums, workshops, and other events, including logistics and stakeholder liaison.
- Handle sensitive information with a high level of professionalism and confidentiality.

### Key Attributes, Skills and Capabilities

- Demonstrated experience in executive-level administrative support
- Formal training in business administration or similar
- Strong organisational and time management skills
- Excellent written and verbal communication skills
- High attention to detail and accuracy
- Proficiency in Microsoft Office and other relevant software
- Experience in coordinating and participating in projects
- Ability to work independently and manage competing priorities
- Experience in stakeholder engagement and relationship management
- Legal right to work in Australia

The following will be highly regarded:

- Understanding of, or ability to quickly learn, the education and/or health sectors, particularly in relation to accreditation and standards.

The candidate is required to bring values and behaviors that are collaborative, people-centered and kind. A responsible 'can-do' attitude is essential in our small team.

### 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 and Administration Support Officer must be available for occasional extended hours of work and domestic travel to meet business needs.

The HPAC Forum and the Australian Medical Council (as employer of the Forum staff), 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.