

POSITION DESCRIPTION

OCTOBER 2021

| | |
|------------------------|--|
| Position title: | Senior Policy & Engagement Officer |
| Position type: | Part-time, 0.5 FTE (18.75 hours per week) |
| Reports to: | Executive Officer |
| Location: | Canberra (preferred) – Australia, working remotely from home |
| Remuneration: | \$42 - \$46 per hour plus 10% superannuation |
| Travel: | Minimal |
| Approved by: | Executive Officer |
| Date Approved: | 15/10/2021 |

About CCEA

The Council on Chiropractic Education Australasia (CCEA) Ltd is an independent, nationally, and internationally recognised, quality and standards organisation. CCEA is responsible for ensuring competency and high education standards in chiropractic for the Australasian region. Appointed by the Federal Government, under national law, the CCEA undertakes accreditation of chiropractic education programs, and conducts qualification and skills assessment for migration and registration.

The CCEA's core values are:

- Engagement and support
- Excellence and integrity
- Fairness and transparency
- Independence

More information, including the current strategic plan and annual report, can be found on the [CCEA website](#).

The Role

The Senior Policy & Engagement Officer will be part of a small team working across accreditation and skills assessment functions. This work-from-home role is approved for up to 0.5 FTE (18.75 hours per week). Core hours are negotiable; however, some flexibility is required depending on operational need.

The ideal candidate will be able to work independently under limited supervision and have the capacity to manage multiple competing priorities. Exceptional communication skills, a focus on effective stakeholder management and collaborative work ethic are essential to succeed in this role. The position is offered for an initial period of 6 months with possibility of extension and/or permanency.

Responsibilities are spread across several core areas and requires the candidate to be flexible and demonstrate a capacity to adapt to changing priorities. As the position involves working-from-home, confidence with technology and remote work is essential.

Core Responsibilities

Under the direction of the Executive Officer, the successful candidate will be responsible for:

- Contributing to the drafting and review of policy and procedures.
- Building and maintaining effective working relationships with key stakeholders including education providers, CCEA assessors, overseas qualified practitioners, the Chiropractic Board of Australia, the New Zealand Chiropractic Board and Federal Government agencies.
- Working closely with stakeholders regarding matters of accreditation and skills assessment.
- Undertaking general administrative duties, including providing support to the CCEA board and committees.
- Ensuring the quality and efficiency of core business functions.
- Coordinating and participating in projects under guidance.
- Performing other duties as required.

Selection Criteria

Your suitability for the position will be assessed against the selection criteria. Responses should address the following 3 selection criteria (Skills and Experience, Knowledge, and Behaviours).

Skills and Experience

- Ability to create, refine and improve policies and deliver projects based on evidence and sound judgement.
- Demonstrated understanding of the education and/or health sectors, having experience in, or a capacity to develop understanding of, the application of accreditation; standards; and assessment.
- Capability to effectively prioritise tasks, manage time and work to deadlines.
- Communicates effectively, positively engages with stakeholders and manages stakeholder relationships.

Knowledge

- Knowledge and understanding of allied health, accreditation, regulation and/or health policy and standards.
- An understanding of health practitioner standards and regulation, skilled migration and/or experience in the tertiary education sector.

Behaviours

- Ability to work independently and cooperatively as part of a small team with the capacity to contribute to a positive organisational culture.
- Focus on delivering outcomes for the board, executive and stakeholders on time and within scope.
- Commitment to working with the values of integrity, transparency, collaboration, and respect.
- Demonstrating an awareness of, and commitment to, cultural safety and its application to CCEA's program of work.

Qualifications

Tertiary qualifications are required in policy, governance, public health, allied health, tertiary education, or related fields.

Further information

For further information about CCEA, its roles and functions and other related resources, please visit: <https://www.ccea.com.au> or email the Executive Officer at executive.officer@ccea.com.au.