

POSITION DESCRIPTION

AUGUST 2020

Position Title:	Senior Officer, Accreditation & Skills Assessment
Position Type:	Contract, Part-time, up to 0.32FTE (12 hours per week)
Reports to:	Executive Officer
Location:	Canberra – Australia, working remotely from home
Remuneration:	To be negotiated
Travel:	Minimal
Approved by:	Executive Officer
Date Approved:	August 2020

About CCEA

The Council on Chiropractic Education Australasia (CCEA) Ltd is an independent, nationally and internationally recognised, quality and standards organisation responsible for ensuring competency and high education standards in chiropractic for the Australasian region. Appointed by the 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 CCEA is seeking to contract a Senior Officer to join a small team working across accreditation and qualification and skills assessment functions. This is a flexible role, approved for up to 0.32FTE (12 hours per week) based in Canberra. The incumbent will work autonomously from their home-based

office. Some flexibility in hours week-to-week is expected, and will be determined by operational need. The incumbent is expected to self-manage variations and priorities week-to-week. The role is contract-based, and is offered for an initial period of 6 months, and subject to a review at that point. The incumbent will be comfortable wearing many hats at the same time, be agile, and efficient and organised. The use of technology in this role is critical given this position operates remotely. The incumbent will be engaged as an independent contractor, not as a PAYG employee.

You will be self-motivated; an excellent communicator; enjoy contributing to continuous quality improvement; have an eye for detail; and have experience working with or within government. Experience working in quality management, accreditation and/or regulation would be highly regarded. Qualifications, as they relate to the position, will be well regarded.

Core Responsibilities

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

Accreditation

- review, track, record and disseminate course accreditation and approval information and ensure efficient completion of tasks;
- facilitate, arrange and coordinate accreditation activity with education providers and members of assessment teams;
- coordinate, draft and manage outputs associated with accreditation activity throughout the accreditation lifecycle;
- draft surveys, analyse data and produce reports;
- contribute to the drafting and review of policy and procedures; and provide support to the Accreditation Committee under the guidance of the Executive Officer; and
- coordinate other administrative processes associated with accreditation such as invoice management, coordination of logistics for site visits and drafting correspondence.

Qualification and Skills Assessment

- coordinate, and respond to, assessment enquiries and correspondence;
- oversee the flow of candidates through the stage 1 and 2 process;
- ensure accurate recordkeeping of skills assessment applications and documentation;
- analyse data and produce reports;

- assist in the preparation and collation of assessment documents;
- contribute to the drafting and review of policy and procedures; and provide support to the Chiropractic Overseas Assessment Committee under the guidance of the Executive Officer;
- prepare assessment documentation for assessment centres; and
- conduct quality assurance on assessment material, and identify opportunities for improvement.

Continuous Quality Improvement

- identify opportunities to improve the quality and efficiency across the business functions;
- review best practice and benchmark activity with other organisations;
- coordinate ad-hoc projects under guidance; and
- provide advice to the Executive Officer.

CCEA Board and Committees

- provide administrative support for the CCEA Board and committees; and
- review and manage incoming correspondence, and refer high-level policy matters, as well as complex, critical or sensitive matters, to the Executive Officer.

Stakeholder management

- build strong working relationships with key stakeholders including overseas qualified practitioners, CCEA assessors, education providers, the Chiropractic Board of Australia (CBA), the New Zealand Chiropractic Board (NZCBA), AHPRA, and the Department of Education, Skills and Employment;
- liaise closely with stakeholders regarding matters of accreditation and qualification and skills assessment and the provision of accurate and appropriate information; and
- ensure a strong focus on excellence in customer service to all stakeholders.

General

- participate in ad-hoc projects as required;
- maintain CCEA records including filing and general records administration;

- undertake general administrative duties such as website updates;
- actively engage as a member of the CCEA team; and
- carry out any other duties as requested.

Core Competencies

The following competencies apply to this role:

- **Teamwork and Collaboration:** ability to work as an individual, and work together cooperatively and constructively to achieve positive results.
- **Integrity:** meeting duties and responsibilities, acting ethically, demonstrating independence, putting the organisation's interests before personal interests.
- **Communication:** demonstrated ability to engage and effectively communicate with all stakeholders, in a variety of communication modes.
- **Emotional intelligence:** self-awareness and self-management, the ability to empathetically manage situations where strong emotions present.
- **Quality management:** demonstrated experience of applied practice of quality management; planning, policy, assurance, control, improvement.
- **Technical skill:** experience and/or understanding of the education and/or health sectors, having experience in, or a strong understanding of, the application of accreditation; standards; assessment; regulation; or quality management.
- **Interpersonal skills:** experience in diverse stakeholder management, managing and resolving queries, managing expectations, and using effective conflict resolution techniques.
- **Cultural safety:** awareness of, and commitment to, cultural safety and its application to the CCEA's program of work.

Required

The incumbent must be an Australian citizen or have permanent residency.