

POSITION DESCRIPTION

Directorate: Health and Community Services

Division: Office of Professional Leadership

Business Unit: Office of the Chief Allied Health Officer

Position Title: Allied Health Workforce Project Officer

Position Number: P62559

Classification: Administrative Services Officer 6 (ASO6)

Location: Bowes Street Phillip

Last Reviewed: September 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Office of Professional Leadership (OPL) provides professional advice and leadership across the ACT health system to help achieve safe, appropriate and effective health care for the ACT community. OPL consists of the Chief Allied Health Officer, Chief Medical Officer, Chief Psychiatrist, Chief Nursing and Midwifery Officer, Chief General Practitioner and Primary Care Advisor.

OPL's key roles are to:

- Provide strategic professional leadership and policy direction for the ACT health system in the areas of allied health, general practice, medicine, nursing and midwifery and psychiatry
- Help deliver workforce reforms and workforce planning relevant to health professional staff
- Contribute professional and clinical expertise to achieve and maintain a safe, high-quality health system for the ACT

- Optimise systems to support excellence in professional development, and training of health professional staff
- Represent the ACT Government on national and international forums relevant to professional areas and clinical expertise, and
- Strengthen and develop health care services through supporting innovative models of care and service delivery.

BUSINESS UNIT OVERVIEW

The Chief Allied Health Officer leads the Office of the Chief Allied Health Officer (the Office). The Office works closely with state and territory jurisdictional counterparts on strategic issues affecting the health care workforce and allied health professions and has strong partnerships with a range of internal and external stakeholders. The Office is responsible for providing professional and strategic leadership and high-level advice on a broad range of allied health issues including clinical governance and professional practice, regulation of practice, policy, workforce development, reform and innovation, continuous quality improvement, research, and education. The Office is also responsible for implementing the ACT Health Workforce Strategy 2023-2032 and developing the ACT Aboriginal and Torres Strait Islander Health Workforce Action Plan.

POSITION OVERVIEW

As Project Officer in the Office of the Chief Allied Health Officer (the Office) you will work on a variety of projects relating to the allied health workforce, and the broader Territory-wide health workforce. Major projects currently underway include: implementation of Action Plan 1: 2025-2026 of the ACT Health Workforce Strategy 2023-2032; development of an allied health workload management framework; event planning for the 2027 International Allied Health Conference being held in Canberra; administering programs that value the allied health workforce, such as Professional Development Support/Advanced Skills Allowance and the Allied Health Scholarship Scheme; and engaging with the future health workforce (primarily high school students) to promote health careers. You will have opportunities to take the lead on aspects of these projects, including to develop project plans and implement tasks in collaboration with the team and key stakeholders. There will also be opportunities for you to participate in inter-jurisdictional and national strategic workforce initiatives and be involved in wider health policy matters.

WHAT YOU WILL DO

- Under the direction of a Senior Office Grade C and/or Health Professional Officer 4, you will:
- Develop a deep understanding of the ACT health system and the various sectors of the allied health workforce.
- Manage allocated projects with a high level of efficiency to meet project deliverables.
- Develop and maintain productive relationships with internal and external stakeholders.
- Prepare a range of written documents to communicate ideas and to enable effective decision making, including Ministerial and Executive briefings.

- Provide secretariat to project and working groups, such as the Territory-wide Health Workforce Planning Group or the International Allied Health Conference Organising Committee.
- Participate in research, implementation and evaluation of allied health workforce initiatives.
- Work independently and cooperatively within a team environment and contribute to a positive workplace culture that allows team members to deliver to their full potential.
- Undertake other duties appropriate to this level of classification that contribute to the Directorate.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Well-developed verbal and written communication skills, including demonstrated experience writing information briefs, technical documents and formal correspondence.
2. Demonstrated understanding of the allied health workforce and experience applying this knowledge to workforce planning, policy development and program development initiatives.
3. Proven organisational skills with excellent attention to detail, with the well-developed ability to exercise initiative to deliver quality work under pressure and meet tight deadlines.

Behavioural Capabilities

4. Ability to work under limited supervision and to remain focused and motivated on achieving deliverables.
5. Demonstrated ability to build, develop and sustain productive working relationships with stakeholders, including health services, professional bodies, education providers, government agencies and other sector partners to achieve workforce outcomes.
6. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

Compliance Requirements/Qualifications

- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Desirable

Tertiary qualification in an allied health discipline, and eligible for registration by the relevant National Board or eligible for membership of the relevant allied professional health association.