

# SENIOR REGISTRATION OFFICER

## NORTHERN TERRITORY

### Role description

<b>Role title</b>	Senior Registration Officer, NT	EAO00264
<b>Reports to</b>	Registration Manager, Northern Territory	
<b>Classification</b>	NTG AO3 equivalent	
<b>Salary</b>	\$46,240 to \$49,903	
<b>Location</b>	AHPRA Northern Territory Office Level 2, Harbour View Plaza, Cnr McMinn and Bennett Streets, Darwin, Northern Territory.	
<b>Contact for Enquiries</b>	Donna Murdock, Director Registrations	(08) 8901 8516
<b>Date</b>	July 2010	
<b>Closing date for Applications</b>	Monday 16 August 2010	

### Organisational context

The Australian Health Practitioner Regulation Agency (“AHPRA”) is a new national agency established to improve the quality and safety of Australia’s health services through a modernised national regulatory system for health professionals.

AHPRA has an office in each State and Territory responsible for the majority of operational matters and a national office in Melbourne. AHPRA reports to a Ministerial Council and is governed by an Agency Management Committee appointed by the Ministerial Council. AHPRA supports the operations of the National Boards for each profession covered by the scheme, and the State and Territory Boards and Committees established by the National Boards.

The services to be provided by AHPRA to the National Boards include registration functions, the management of a national public register of health practitioners, the receipt of complaints on behalf of the Boards and, subject to decisions by States and Territories, responsibility to the Boards for the highest standards of professional investigations and disciplinary prosecutions.

The ten health professions included in the scheme from operational commencement on 1 July 2010 are:

• Chiropractic	• Osteopathy
• Dental	• Pharmacy
• Medical	• Physiotherapy
• Nursing and midwifery	• Podiatry, and
• Optometry	• Psychology.

The new scheme will enable health professionals to register once to work throughout Australia, reduce red tape, improve safeguards for the public and promote a flexible, responsive and sustainable health workforce.

## The job

The key function of the Senior Registration Officer is the efficient and timely assessment and processing of all forms of registration applications and all other functions related to the registration of health practitioners.

The successful applicant will be required to:

1. Provide written and verbal information to applicants for registration and existing registrants, sponsoring organisations, recruiters, educational institutions, the public, health practitioner boards, the Health Insurance Commissioner and related agencies.
2. Assess and process applications for registration accurately and promptly, and in a manner that is consistent with agreed policies, processes, procedures, standards and the requirements of the empowering legislation.
3. Prepare applications and briefing papers for Board and Committee meetings and prepare relevant documentation and correspondence following each meeting.
4. Attend Committee and Board meetings to present registration agenda items as required.
5. Interview new registrants and review their documentation as required by Board policies and legislative requirements.
6. Assist in maintaining the register of health practitioners and ensuring that information that is entered is up to date, and appropriately filed.
7. Ensure all registration documentation is up to date and consistent with Board policies, processes, procedures and requirements of the empowering legislation.
8. Provide guidance and training to new and temporary registration staff in registration processes, computer applications, data entry and Board policies.
9. Other duties as directed by the Registration Manager, Director of Registrations or State Manager.

## Decision making authority

The Senior Registration Officer will have responsibility for the assessment of applications and recommendations for approval of applications. The Senior Registration Officer is also part of AHPRA's commitment to best practice regulation and ongoing review and improvement of its processes and procedures.

## Key Selection Criteria

### Essential

1. Demonstrated ability to work within a complex administrative environment and to comply with all legislative, policy and procedural requirements.
2. Demonstrated analytical, conceptual and problem-solving skills, including the ability to effectively use written resources to find relevant information and to answer complex enquiries from applicants and other stakeholders.
3. Well developed written, oral and interpersonal communication skills, including the ability to write briefing papers and correspondence for Boards and Committees.
4. Demonstrated organizational skills, including the ability to prioritise and manage multiple tasks and deadlines and deliver quality work.
5. Ability to provide guidance to new registration staff in registration processes, computer applications, data entry and Board policies.
6. Ability to work productively and collaboratively with other members of a small team.
7. Well developed knowledge of electronic data processing systems and software packages and their application.

8. Fast, accurate data entry skills.

Desirable

9. Previous experience in the registration of health practitioners and/or practitioners from other occupations or professions and an understanding of the purpose of the application and registration process.

10. An understanding of the health industry including the roles of the different health professions.