

Director, Accreditation Services

Position Description

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Position title: Director, Accreditation Services	
Effective date: April 2023	Location: Canberra office or work from home
Position level: To be negotiated dependent on skills and experience.	Work area: Accreditation Services
Reports to: Chief Executive Officer	Employment type: Full time fixed term contract for a period of three years, with the possibility of reappointment after this time
About ANMAC	<p>The Australian Nursing and Midwifery Accreditation Council (ANMAC) help protect the health and safety of the community by promoting high quality standards for nursing and midwifery accreditation.</p> <p>ANMAC also assess the skills of nurses and midwives who want to migrate to Australia under the General Skilled Migration category. ANMAC has been contracted to provide executive and secretariat support to the Australasian Osteopathic Accreditation Council (AOAC).</p> <p>ANMAC also operates a subsidiary organisation: Health Education Services Australia (HESA).</p>
ANMAC Vision	ANMAC helps protect the health and safety of the community by enabling a high performing nursing and midwifery workforce by delivering high-quality education accreditation and assessment services.
ANMAC Values	Integrity, Learning, Accountability, Inclusiveness, Excellence
Role Overview:	<p>The Director Accreditation Services (DAS) contributes to the ANMAC goal of ensuring that nursing and midwifery education in Australia is developed and delivered in line with international best practice. The DAS provides leadership for ANMAC accreditation services to ensure:</p> <ul style="list-style-type: none"> • efficient and effective functioning • continued development of policy and standards as they relate to accreditation of nursing and midwifery programs of study • strong, effective working relationships with a wide range of stakeholders. <p>Some interstate travel may be required to attend meetings. The DAS role has input across ANMAC, AOAC, and HESA.</p>
Reporting Relationships:	The DAS reports to the Chief Executive Officer (CEO), is a member of the executive team and may be required to act in the CEO position in the CEO's absence.
Collaborative Relationships:	<p>The DAS is responsible for:</p> <ul style="list-style-type: none"> • formulating collaborative relationships across the organisation

	<ul style="list-style-type: none"> • working together with the CEO and executive team to ensure that the goals of the organisation are met. • building and maintaining strong working relationships with education providers and other key stakeholders.
Supervisory Responsibilities	<ul style="list-style-type: none"> • Associate Directors • Administration Team Lead • Administration Team
Essential Qualifications:	<ul style="list-style-type: none"> • Possession of relevant postgraduate qualifications such as nursing and/or midwifery, public policy, education, law or related field such as leadership and/or management. • Current registration as a practising nurse and/or midwife.

Essential selection criteria

1. Demonstrated high level understanding of health professional education in the Higher Education and Vocation Educational Sector and the accreditation functions under the Health Practitioner Regulation National Law Act 2009.
2. Demonstrated high level leadership and management ability with proven understanding of business functions such as, strategic planning finance, human resources and information technology.
3. Demonstrated ability to work effectively with high level committees for the purposes of risk management and quality improvement.
4. Demonstrated ability to prioritise and work under pressure to meet organisational requirements.
5. Demonstrable competency in strategic planning and business development to meet organisational goals.
6. Demonstrated ability to lead and work collaboratively with employees to encourage maximum performance and growth.
7. Demonstrated ability in implementing and managing quality improvements, including establishing, analysing and interpreting service performance data and metrics.
8. Aptitude in decision making and problem solving with demonstrated capability in critical thinking, analysis of feedback and developing innovative solutions.
9. Able to demonstrate:
 - i. High level of written and negotiating skills
 - ii. Ability to communicate complex issue clearly and succinctly
 - iii. Ability to work collaboratively and build and maintain strong, effective relationships with a wide range of stakeholders.
10. Well-developed understanding of change management principles and processes and a demonstrated capacity to manage such processes with integrity, resilience and flexibility.
11. Demonstrated capability in the use and uptake of a range of computer based applications, search engines and data management systems.
12. Evidence of a commitment to and leadership in the principles and practices of workplace health and safety, industrial democracy and workplace diversity.

Key responsibilities

1. Direct and oversee the process of accreditation and monitoring of nursing and midwifery programs

- Oversee and manage the process of accreditation of nursing and midwifery education programs in the Higher Education and Vocational Educational Sector as stipulated by the Health Practitioner National Law Act 2009.
- Develop and maintain contemporary accreditation policies, procedures, processes, practices and the information systems that support these within approved budgets and timelines.
- Provide advice and support to the Board through the CEO, including preparation of briefings and follow through on designated outcomes.

- Oversee and guide the development of nursing and midwifery standards for the accreditation of nursing and midwifery education programs.
- Manage the committees responsible for supporting and overseeing the accreditation services at ANMAC.
- Oversee the monitoring of programs and education providers and manage the complaints system within accreditation services.
- Keep abreast of, advise, and prepare responses to, relevant emerging issues national and international trends relating to nursing and midwifery education and practice.
- Contributing to the goal of ensuring that nursing and midwifery education in Australia is developed and delivered in line with international best practice.
- Provide advice to the CEO on the outcomes of accreditation assessments and ongoing monitoring.
- Ensure the necessary accreditation information systems and databases are developed, maintained backed up, updated and fit for purpose.

2. Stakeholder Engagement

- Work proactively to ensure that relationships are maintained with the Nursing and Midwifery Board of Australia (NMBA).
- Manage key internal and external stakeholders and identify areas where partnerships may be beneficial to the organisation.
- Develop and maintain productive relationships with key stakeholders, particularly education providers, nursing and midwifery organisations, government, government departments and other accreditation authorities.
- Ensure that relevant communication strategies are developed to support all aspects of accreditation services particularly in the development of standards.
- Work proactively with internal and external stakeholders in the implementation of existing and future changes in the accreditation process.
- Assist the CEO to promote, market and communicate the purpose, objectives and success of ANMAC to stakeholders and the community.
- Manage internal and external teams to achieve consistent and high quality outcomes.

3. Reporting

- Responsible for the preparation of all accreditation reports to the NMBA including support to the CEO for the preparation of the biannual Quality Framework Report.
- Develop a robust operational reporting system for accreditation services that supports the ability to monitor trends; reviewing and analysing reports for workload management, allocation of personnel, budgeting and quality improvement purposes.
- Responsible for compiling, analysing and reporting trends and developments in the accreditation of nursing and midwifery programs in nursing and midwifery to inform the CEO.

4. Employee Management

- Manages the following employees directly:
 - Associate Directors
 - Administration Team Lead

– Administration Team

- Responsible for ensuring that all positions within accreditation are fit for purpose and that any additional positions are supported through well-structured business cases.
- Managing and supporting employee performance, including setting objectives, assessing progress and providing on-going coaching and feedback.

5. Financial management

- Manage the fiscal and physical resources of Accreditation Services, ensuring all accreditation assessments are managed within approved budgets and timelines.
- Ensure that all finances of Accreditation Services are properly administered and monitored and advise on proper allocation of resources.