



PROGRAM ACCREDITATION MANAGER

Full-time, ongoing (with part time and flexible work arrangements available)
Work from home, interstate travel required.
Applicant can be located anywhere in Australia.

About the Occupational Therapy Council of Australia Limited

The Occupational Therapy Council of Australia Ltd (OTC) is the independent body appointed by the Occupational Therapy Board of Australia as the accreditation authority for occupational therapy under the Health Practitioner Regulation National Law Act 2009 (National Law).

The OTC develops and reviews accreditation standards for entry-level occupational therapy programs of study in Australia. We work with education providers and apply the accreditation standards to determine whether programs of study meet the required education standards.

The OTC currently accredits more than 50 occupational therapy programs of study across 25 higher education providers in Australia.

About the role

The Program Accreditation Manager has a key leadership and management role in ensuring that program accreditation services are of a high standard, timely, efficient and effective, and consistent with contemporary best practice in professional accreditation. You will report to the Chief Executive Officer and work with the OTC's Professional Adviser-Program Accreditation.

The OTC's program accreditation activities include:

- developing accreditation standards for accreditation of programs and education providers for approval by the Occupational Therapy Board of Australia
- assessing programs of study, and education providers to determine whether the programs meet the approved accreditation standards
- monitoring programs of study and education providers ensure they continue to meet the accreditation standards.

The OTC aims to maintain a culture of collaboration in its work with stakeholders while ensuring the OTC meets its responsibilities under National Law.

Benefits

You will be joining a small and collegiate team and enjoy:

- flexible working arrangements
- 4 weeks annual leave
- competitive salary
- FBT exempt salary sacrificing.

Skills and experience

Applicants are required to demonstrate excellent leadership and management skills, an understanding of the role of program accreditation in the tertiary education sector and professional education, expertise in developing policies and procedures, reports and committee papers, a high level of written and oral communication skills and capacity to work independently and collaboratively.

Key selection criteria

- Demonstrated leadership, strategic and management skills.
- Demonstrated understanding of the role of program accreditation in the tertiary education sector and professional education.
- Experience in higher education, professional accreditation and/or professional regulation and/or health and education
- Strong interpersonal skills including the ability to build and maintain strong, effective relationships with a diverse range of stakeholders.
- High level written and oral communication skills, with strong attention to detail.
- Expertise in developing policies and procedures, reports and committee papers.
- Excellent organisational and time management skills and demonstrated ability to manage conflicting priorities and meet tight deadlines.
- Commitment to ongoing cultural safety learning.
- Experience in developing and implementing quality management projects/systems.
- High level skills working independently and collaboratively within a team.
- Knowledge of the National Registration and Accreditation Scheme.

To apply

Please visit the OTC website to find out more about our organisation.

Email accreditation@otcouncil.com.au to request a position description.

Applications should include a CV and a cover letter which addresses the selection criteria.

APPLICATIONS CLOSE FRIDAY 26 MAY 2023.