



POSITION DESCRIPTION

Administrative Officer (International Assessments)

Position title: Administrative Officer (International Assessments)

Type of employment: Full time; flexible work arrangements; work from home; occasional interstate travel required; can be located anywhere in Australia

Reports to: Executive Officer

Introduction to the Occupational Therapy Council of Australia Ltd

The Occupational Therapy Council of Australia Ltd (OTC) is an independent not-for-profit organisation whose purpose is to ensure that standards of education, training and assessment of occupational therapists are maintained and developed so the Australian public is assured of safe, culturally safe, and proper practice.

The OTC has been appointed by the Occupational Therapy Board of Australia (OTBA) as the accreditation authority for the occupational therapy profession under the Health Practitioner Regulation National Law Act 2009 (National Law) to:

- develop and apply program accreditation standards in occupational therapy
- accredit and monitor occupational therapy programs of study and education providers
- contribute to the assessment of internationally qualified occupational therapists who are seeking registration in Australia.

The OTC:

- is also appointed by the Australian Government Department of Home Affairs (DoHA) as the assessing authority for qualifications of occupational therapists for skilled migration purposes.
- is a registered charity with the Australian Charities and Not-for-profits Commission (ACNC).
- vision is to contribute to an innovative, safe and culturally responsive occupational therapy workforce that meets the evolving needs of the Australian community.
- is on a journey to strengthen its work in cultural safety, responsiveness and client safety in the delivery of healthcare services for Aboriginal and Torres Strait Islander Peoples. As part of this journey, the OTC has made a commitment to strengthen cultural capabilities within the organisation, ensuring that cultural safety principles are incorporated into governance practices, and embedding Aboriginal and Torres Strait Islander ways of knowing, being, and doing into our operations.
- has a Cultural Responsiveness Plan, which was developed with guidance from Indigenous Allied Health Australia (IAHA).

Further information about the OTC is available at: <https://www.otcouncil.com.au>

OTC assessment functions

The Occupational Therapy Council (OTC) performs two key assessment functions.

1. As the assessing authority appointed by the Department of Home Affairs, the OTC assesses internationally obtained occupational therapy qualifications on a per-application basis to determine whether they meet the educational and professional standards required for safe practice in Australia.

Based on this individual assessment, the OTC provides formal skills assessment outcomes for each applicant, which are submitted to DoHA, in accordance with the requirements of specific visa categories for migration to Australia.

2. In some cases, internationally qualified occupational therapists must complete an assessment of competence as part of their application for general registration with the Australian Health Practitioner Regulation Agency (Ahpra) enabling them to practice as an occupational therapist in Australia and ensuring their skills meet the standards for safe and effective practice.

This assessment occurs over a six-month period of supervised practice. During this time, applicants develop an implementation plan outlining the actions and measures they will use to achieve the required professional competencies and behaviours and engage in self-reflection as part of the learning process. OTC assessors review the plan and progress to determine when the applicant has met the required standards to progress to general registration.

Role purpose

Reporting to the Executive Officer (EO), the Administrative Officer (International Assessments) is responsible for conducting eligibility verifications for internationally qualified occupational therapy practitioners seeking to migrate to Australia. This role requires a high level of focus, customer service and attention to detail.

The Administrative Officer (International Assessments) assesses applications against established criteria and policy, maintains and updates the assessments database entries, generates and issues outcome correspondence using approved templates, and responds to assessment-related enquiries.

Working closely with the EO, the Administrative Officer (International Assessments) supports the high-quality delivery of international assessment activities and may also provide administrative assistance in relation to the practical assessment of competence for internationally qualified practitioners applying for general registration.

Key Responsibilities

Note: This position is fully remote (work from home) and involves occasional interstate travel.

Stakeholder engagement

- Provide high-level customer service to internationally qualified practitioners and other key stakeholders.
- Respond promptly and professionally to enquiries regarding pathways and requirements for general registration and skilled migration purposes, escalating issues as required.
- Manage phone calls from internationally qualified practitioners in a professional manner.
- Contribute to effective work practices, collaboration, and clear communication within the OTC team.

Assessment processes/systems

- Manage shared email inboxes and respond to assessment related enquiries in a timely manner.
- Assess applications from internationally qualified practitioners for skilled migration purposes against established criteria and policy.
- Assist the Executive Officer with administrative coordination of the practical assessment of competence leading to general registration. Generate and issue assessment outcome correspondence to applicants.
- Draft and prepare correspondence, reports and papers for the International Qualifications Committee (IQC) as requested by the EO.
- Maintain and update the assessments database, ensuring all information is accurate, current and complete
- Monitor, compile and report statistics relating to international assessments as requested.

Quality improvement of assessment services

- Contribute to the ongoing development and enhancement of the assessment database and related processes.
- Assist in reviewing assessment policies, procedures, processes, practices and systems.
- Participate in IT initiatives, including testing of system enhancements to improve efficiency.
- Support the continuous improvement of assessment processes and broader Secretariat procedures.

Secretariat support

- Provide support to the EO in the preparation of agendas, papers and minutes for the International Qualifications Committee (IQC) as required.

Teamwork

- Collaborate effectively with team members and the broader OTC Secretariat team.
- Contribute to a culture of efficiency, accuracy and continuous improvement in assessment activities.

Other

- Contribute to assessment-related projects as required.
- Contribute to OTC Strategic Plan, Operational Plan, Cultural Responsiveness Plan and Risk Management Plan
- Perform other duties as required consistent with the responsibilities of the role.

Key selection criteria

1. Communication and stakeholder engagement

High level written and oral communication skills, with the ability to liaise effectively with a wide range of stakeholders, including people from diverse backgrounds and those for whom English is a second language.

2. Organisational and time management skills

Excellent organisational and time management skills, including the ability to manage competing priorities, meet deadlines, and work independently, including in a remote work environment.

3. Policy application and records management capability

Demonstrated experience in understanding, interpreting and applying policies and procedures, with strong record-keeping practices and a high level of attention to detail.

4. Customer service and interpersonal skills

Strong interpersonal and customer service skills, with a proven ability to build and maintain effective, respectful relationships with a diverse range of internal and external stakeholders.

5. Technology proficiency

Demonstrated proficiency in using a range of information systems, including the Microsoft Office suite (Word, Excel, Outlook) and databases, with the ability to learn and adapt to new systems.

6. Teamwork and autonomy

Ability to work both independently and collaboratively as part of a team, demonstrating initiative, accountability, and flexibility.

7. Cultural responsiveness and safety

Demonstrated understanding of and respect for cultural diversity, particularly Aboriginal and/or Torres Strait Islander cultures, and a commitment to culturally safe, inclusive practices and ongoing learning.

8. Confidentiality and professional integrity

Demonstrated ability to handle sensitive and confidential information appropriately, exercising sound judgement, discretion, and professionalism in accordance with organisational policies and the OTC's Code of conduct.

Desirable

- Knowledge of the National Registration and Accreditation Scheme.

Please submit your resume and cover letter addressing the key selection criteria to simone.harvey@otcouncil.com.au by 17 February 2026.