



POSITION DESCRIPTION

Senior Accreditation Officer

Position title: Senior Accreditation Officer

Type of employment: Full time (0.8/0.9 considered); flexible work arrangements; work from home; interstate travel required; can be located anywhere in Australia.

Reports to: Program Accreditation Manager/Chief 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, including 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 terms of the Health Practitioner Regulation National Law Act 2009 (National Law) to:

- develop program accreditation standards in occupational therapy
- accredit and monitor occupational therapy programs of study and education providers
- assess internationally qualified occupational therapists who want to work in Australia.

The OTC is also appointed by the Australian Government Department of Home Affairs as the assessing authority for qualifications of occupational therapists applying for skilled migration purposes.

The OTC is a registered charity with the Australian Charities and Not-for-profits Commission (ACNC).

The OTC's vision is contributing to a safe, flexible, innovative and culturally responsive occupational therapy workforce.

The OTC is on a journey to strengthen its work in cultural safety, responsiveness, and achieving 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 and embed Aboriginal and Torres Strait Islander ways of knowing, being and doing.

OTC Program Accreditation Functions

The OTC's program accreditation functions include:

- development and ongoing review of the accreditation standards for the purpose of accreditation of programs and education providers under the National Law
- assessment of programs of study, and the education providers that provide the programs of study leading to qualifications as an occupational therapist, to determine whether the programs meet approved accreditation standards
- monitoring programs of study and the education providers that provide the program of study to ensure they continue to meet the accreditation standards.

Key Responsibilities

The Senior Accreditation Officer plays a key role in ensuring that program accreditation services are delivered in a timely, efficient and effective manner, with contemporary best practice in professional accreditation. The Senior Accreditation Officer has a strong understanding of program accreditation functions and processes in the OTC, the National Registration and Accreditation Scheme and works with other members of the accreditation team in the high-quality delivery of program accreditation activities.

Program accreditation processes/systems

- Organise and support accreditation assessment team program reviews– including online and face-to-face site visits.
- Document program accreditation review reports and ensure these are completed in a timely manner.
- Assist stakeholders with program accreditation enquiries and accreditation requirements.
- Monitor and report on education provider compliance with program accreditation requirements.

Quality improvement of program accreditation services

- Deliver administrative and maintain information management systems efficiently and effectively support the OTC program accreditation processes.
- Assist with the review of program accreditation policies, procedures, processes, practices and systems.
- Promote effective continuous improvement processes in the delivery of program accreditation processes/systems.

Secretariat support

- Provide executive support, including preparation of minutes and agendas, policy, process and planning advice to the Program Accreditation Committee (PAC).
- Coordinate and analyse program accreditation self-assessment submissions and reports to ensure high quality advice and recommendations are provided to the PAC.
- Complete analysis of annual program monitoring reports and prepare summaries and recommendations for the PAC.
- Coordinate and support program accreditation monitoring review committees.
- Analyse program accreditation data and document regular reports to PAC.

Stakeholder engagement

- Develop and maintain productive relationships with key stakeholders, particularly the Occupational Therapy Board of Australia, education providers, occupational therapy academic leaders, program accreditation assessors, and other accreditation authorities.
- Organise appropriately qualified program accreditation assessment teams for accreditation site visits.

- Represent the OTC on external working groups and committees where required.
- Contribute to effective work practices and communication within the OTC team.

Teamwork

- Work collaboratively with other team members.
- Contribute to a culture of program accreditation efficiency, effectiveness, accuracy and continuous improvement.

Other

- Contribute to program accreditation projects as required.
- Contribute to OTC Strategic Plan, Operational Plan, Cultural Responsiveness Plan and Risk Management Plan
- Other duties as required consistent with the role.

This position requires work from home and interstate travel.

Key selection criteria

- A relevant tertiary qualification or demonstrated equivalent professional experience in business administration, program management or project coordination.
- Experience in higher education, professional accreditation and/or professional regulation and/or health and education.
- Demonstrated experience in understanding, interpreting and applying standards, procedures and policies, preferably in regulation or 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 reports and committee papers.
- Well-developed problem solving, analytical and conceptual skills as they relate to interpretation of information, including the ability to effectively use relevant technology to find information.
- Excellent organisational and time management skills and demonstrated ability to manage conflicting priorities and meet tight deadlines.
- Commitment to ongoing cultural safety learning.
- Capacity to be self-directed and to work remotely.
- High level skills working independently and collaboratively within a team.

Desirable

- Knowledge of the National Registration and Accreditation Scheme.

Please send CV and cover letter to accreditation@otcouncil.com.au by:

5.00pm AEST on Friday 19 June 2026