



POSITION DESCRIPTION FOR BOARD DIRECTOR

June 2026

Australian Osteopathic Accreditation Council (AOAC)
Postal Address: GPO Box 400, Canberra City ACT 2601

PURPOSE

The purpose of this document is to outline the role of a Director of the Board of the Australian Osteopathic Accreditation Council.

INTRODUCTION

The Australian Osteopathic Accreditation Council (AOAC) is an Independent Company Limited by Guarantee that has been assigned by the Australian Health Practitioner Regulation Agency (Ahpra) the responsibility for the assessment and accreditation of osteopathic education programs leading to eligibility for registration as an osteopath in Australia. AOAC is also responsible for assessing the skills of overseas qualified osteopaths who seek to migrate to Australia under the General Skilled Migration program.

MAKE-UP OF THE BOARD

The Board comprises of a minimum of six (but not more than nine) Directors with the following composition:

1. at least two people as community representatives with financial and governance acumen,
2. at least two people who possess skills in osteopathic education and/or accreditation,
3. at least one person who represents the professional interests of registered osteopaths; and
4. from the categories listed above, at least one person who identifies as a First Nations person.

ROLE OF THE BOARD

AOAC is responsible for the assessment and accreditation of osteopathic education programs leading to eligibility for registration as an osteopath in Australia. It is also responsible for assessing the skills of overseas qualified osteopaths who seek to migrate to Australia under the General Skilled Migration program.

The Board is supported by two standing committees: the Professional Practice Committee and the Finance, Audit, and Risk Committee. Additionally, the Board convenes as needed to address recruitment (quorum is required to hold a meeting for recruitment. These meetings are held virtually).

DIRECTORS ROLE

General Competencies:

- Health Industry experience, particularly as it applies to osteopathy. This is a requirement of *Position 1: A Director with Skills in Osteopathic Education*. Also, knowledge of the *Health Practitioner National Law (2009)* is desired, but not necessary.
- Health profession accreditation and assessment knowledge.
- Osteopathic education experience, particularly the Osteopathic Accreditation Standards.
- Knowledge of a Director's responsibilities – including understanding the role of a Director and the legal, ethical, fiduciary, and financial responsibilities.
- Governance and strategic performance – ensuring effective Board governance and strategic performance processes are in place and contributing to the high performance of the Board.
- Data and communication – an understanding of data governance and communications (e.g. social media)
- Financial acumen – comprehending the company's accounts and financial material presented to the Board, financial reporting requirements and some understanding of corporate finance and risk management.

- Strategic expertise – reviewing the Company’s strategy through constructive questioning and suggestion, contributing to the effective decision making of the Board and identifying risks that may arise.
- Managing people and achieving change – experience in current management disciplines and practices on employment, branding, engagement, strategic vision, stakeholder management and communication.

Personal Competencies:

- Integrity - fulfilling a Director's duties and responsibilities, acting ethically, and disclosing any actual or perceived conflicts of interest, demonstrate appropriate independence, putting the organisation's interests before personal interests and maintaining confidentiality.
- Collaborative yet curious and courageous - a Director must be able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust discussion with management and fellow board members where necessary.
- Emotional intelligence - as well as self-awareness and self-management, a Director needs to demonstrate empathy manifested through strong interpersonal skills. A Director must work well in a group, listen well, be tactful yet able to communicate a cogent and candid viewpoint.
- Commercial judgment and instinct - a Director needs to demonstrate good business instinct and acumen including the ability to assimilate and synthesize complex information.
- Applies expertise – actively applies relevant knowledge, skills, and experience to contribute to effective decision making.

Desirable Requirements:

- Director Identification Number (if available – this can be applied for at a later date and is not a prerequisite)
- Graduate of the Australian Company Director Course or other similar qualification
- Health Professional Qualification for the non-community representative positions

Further Reading:

Further information about AOAC can be found on the [AOAC website](#) and through the through the following links:

- [AOAC Annual Report](#)
- [AOAC Constitution](#)
- [AOAC Board Charter](#)
- [AOAC Board Operating Plan](#)

[name]



Board Skills Matrix (Self-Assessment)

PART 1 of 2 Assessing Your Skill Competency		High/Advanced	Competent	Developing	Lacking expertise
1	Managing and Leading: Sustainable success in organisations or business at a senior level.				
2	Broad Health Industry Experience: Senior management or equivalent experience in multiple locations, with exposure to a range of political, cultural, regulatory and business environments.				
3	Accreditation: Senior experience in Accreditation of Health Professional Programs with a sound understanding of Accreditation functions under the Health Practitioner Regulation National Law Act 2009 (National Law).				
4	Governance: Experience to the highest standards of governance, including experience with an organisation which is subject to rigorous governance standards, and an agility to assess the effectiveness of senior management.				
5	Strategy: Track record of developing and implementing a successful strategy, including appropriately probing and challenging management on the delivery of agreed strategic planning objectives.				
6	Financial Acumen: Senior executive or equivalent experience in financial and management accounting and internal financial controls, including an ability to probe the adequacies of financial and risk controls.				
7	Marketing and/or Communication Strategies: Senior executive experience in marketing and/or communication strategies in the communication of company goals and managing stakeholder engagement.				
8	Public policy: Experience in public and regulatory policy.				
9	Qualifications and Skills Assessment: Experience and knowledge in conducting skills assessments.				
10	Risk: Experience and knowledge in risk and risk controls.				
11	Technology: Proficiency in technology e.g. various systems and platforms				
PART 2 of 2 Your Personal Attributes		Excellent	Good	Satisfactory	Improving
1	Leadership: Ability to guide and inspire others towards shared goals.				
2	Integrity: Commitment to honesty, ethics, and transparency in decision-making.				
3	Strategic Thinking: Capacity to envision long-term goals and formulate effective plans to achieve them.				
4	Financial Acumen: Understanding of financial statements, budgeting, and fiscal responsibility				
5	Collaboration: Willingness to work effectively with other Board members, stakeholders, and Management.				
6	Analytical Skills: Capability to critically analyze information and make informed decisions				
7	Communication: Strong verbal and written communication skills to articulate ideas clearly and concisely.				
8	Adaptability: Ability to navigate change and uncertainty while remaining flexible and open-minded.				
9	Problem-Solving: Skill in identifying issues, evaluating alternatives, and implementing solutions.				
10	Accountability: Willingness to take responsibility for decisions and actions and be answerable to stakeholders.				