

	Policy Officer, Specialist Education Committees			
	Classification:	1 year contract with potential for permanent	Salary:	Band 3/4
	Funding Code:	Core	Position Number:	PN016
	Reporting to:	Manager, Accreditation Projects and Process Development		
	Updated:	August 2019		

Purpose of the Australian Medical Council (AMC)

The AMC is an independent national standards body for medical education and training. Its purpose is to ensure that the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

The AMC's primary role is to set standards for medical education and training, and assessment. It works in partnership nationally with the Medical Board of Australia, other national standards and professional bodies, the medical schools and specialist medical colleges, and intern training accreditation authorities. It partners internationally with other national standards, accreditation and testing authorities. The AMC also works closely with junior doctors and medical students, the state, territory and federal health departments, health policy makers, consumers and community members.

In the Accreditation Section there are three teams with responsibility for the stages of medical education - undergraduate, prevocational and specialty training. This role sits within the Specialist Education Accreditation Team.

Main purpose of the Policy Officer role

The purpose of this position is to contribute to the work of the accreditation section, specifically provide support to the Specialist Education Accreditation Committee and its sub committees which oversee the assessment and monitoring of specialist medical programs and the development of accreditation policy and procedures.

This position requires attention to detail, capability to research and synthesise complex information, excellent written and verbal communication skills, and strengths in planning, meeting organisation and stakeholder engagement.

Position description

1. Program management and annual reporting

Proactively plan and manage committee decisions and papers through AMC governance processes. This includes liaising with reviewers, Committee members, Colleges and other stakeholders to ensure timelines are met, and editing reports to accurately report for Committee review and decision. It also involves developing excellent relationships with the AMC governance team and external stakeholders to ensure the smooth progression of committee business to AMC Directors and the Medical Board of Australia and Medical Council New Zealand.

2. Committee administration:

Provide high-level support to the Specialist Education Accreditation Committee and its sub committees to:

- Organise and support meetings

- Prepare and circulate meeting agendas
- Write and maintain meeting records
- Manage follow up actions to ensure decisions are implemented
- Prepare correspondence on behalf of the committee/ working group
- Maintain committee records in line with AMC practice, including co-ordinating recruitment as required.

2. Policy and process development

- Contribute to the writing and editing reports to stakeholders, AMC policy papers, and public material.
- Manage the implementation of key business activities such as handbook updates, procedural updates, and the annual reporting process.
- Identify continuous improvement opportunities and lead the implementation of agreed projects.

4. Stakeholder engagement:

Establish and maintain effective working relationships with internal and external stakeholders and represent the AMC professionally at meetings.

5. Contribute to assessment of specialist medical programs

Support the Executive Officer and the Program Administrator to manage individual assessments of specialist medical programs and education providers, as required.

6. Contribute to other accreditation activities

Participate and contribute to activities in the accreditation section, including organising workshops, meetings with stakeholders and engaging in quality improvement initiatives.

7. Contribute to research:

Undertake various evaluation and research activities, including:

- monitor trends and analyse developments in government health workforce and education policy
- monitor and analyse developments on issues of relevance to standards of medical education and training
- provide research support to senior staff.

8. Other duties as directed.

Required knowledge, skills and professional qualities

Professional qualities and behaviours

- demonstrate professionalism through respecting and supporting stakeholders while ensuring AMC processes are followed
- ability to recognise limits of knowledge and responsibilities and refers appropriately
- good judgement and common sense, including the ability to deal with sensitive issues in an impartial manner
- demonstrates commitment to review and improvement of work practices and to sharing good work practice

- is self-motivated, and accountable for own work
- supports others in the work team to achieve goals

Knowledge and skills

- Attention to detail
- Ability to write clearly and succinctly, to produce high quality committee agendas, briefing papers and letters
- Ability to develop, interpret and apply standards, operating policies and guidelines
- Sound administrative skills
- Ability to analyse and synthesise complex information
- Demonstrated time management and organisational skills
- Demonstrated ability to manage work related databases, and IT systems
- Demonstrated interpersonal and influencing skills to support high functioning teams
- Excellent spoken and written communication skills for clear and effective interactions with both internal and external stakeholders.

Additional Requirements/Qualifications

- Flexibility for interstate travel and occasional extended hours (required).
- Higher education qualification in a relevant discipline (desirable)
- Knowledge of the Australian health care system (desirable)
- Experience as a committee secretariat or admin support (desirable)

Salary and other benefits

The Australian Medical Council has implemented a system of Total Employment Cost Ranges which has been developed by external consultants. This means that each employee is allocated a "cost of employment", as opposed to a salary.

Employees at this level can structure a package (within certain limitations) to suit the individual. This system has been devised to provide maximum flexibility to such employees.

What's on offer

A job with a strong client service focus, suits a person who likes a challenging and varied role. The job includes a variety of organisation and management tasks, and tasks that aim to foster improvements in medical education and the standards of accreditation of health profession education and training.

- Collaborative, inclusive and values driven working environment
- Learn about and contribute to improving standards of medical education and training
- Experience in managing committees and report writing
- Competitive salary and benefits.