

	<b>Strategic policy officer</b>			
	Classification:	<b>2 year contract</b>	Salary:	<b>AMC Band 5</b>
	Funding Code:	<b>Core</b>	Position Number:	<b>PN004</b>
	Reporting:	To Deputy Chief Executive Officer, and supports work of the CEO and DCEO.		
	Updated:	<b>December 2020</b>		

### **Purpose of the Australian Medical Council (AMC)**

The AMC is an independent national standards body for medical education and training and assessment. 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. It assesses medical programs against accreditation standards it develops and runs a large scale assessment program for international medical graduates seeking to practise in Australia.

The AMC works in partnership with the Medical Board of Australia, standards and professional bodies, medical schools and specialist medical colleges, and intern training accreditation authorities. It partners internationally with other standards, accreditation and testing authorities. The AMC also works with junior doctors and medical students, the state, territory and federal health departments, health policy makers, consumers and community members.

### **Main purpose of the Strategic Policy Officer role**

The AMC works across complex and rapidly changing systems: healthcare, medical regulation and workforce policy, professional accreditation, and higher and vocational education.

The AMC 2018-2028 strategic plan guides the AMC in strengthening linkages between its assessment, accreditation and standards setting functions and its operating environment, taking account of community needs and policy settings. The Strategic Policy Officer will work on AMC and joint AMC/partner projects to address challenges and opportunities in medical education and practice identified in the AMC's strategic plan. The position will contribute specifically to the AMC's strategic pillars.

The position works across the AMC's functions, with AMC senior staff, its Board of Directors and the Health Professions Accreditation Collaborative Forum – an interprofessional accreditation coalition.

### **Position description**

1. Assist in AMC leadership of strategic projects and initiatives from planning to delivery on time and on budget initiatives related to AI and technological change and how it affects medical practice, education and medical ethics.
2. Drive policy development, research and analysis to support the AMC's response to system and policy developments, including:
  - plan and execute agreed projects
  - write and present policy advice, briefings and compelling presentations
  - identify external developments relevant to the AMC and coordinate AMC responses
  - monitor government actions and policies on public policy matters of interest to the AMC
  - work with partners and stakeholders on medical education and workforce initiatives.

3. Work with and support expert working groups to develop policy, thought pieces, learning resources and other strategic outcomes, with high quality secretariat support, advice and written work.
4. Support AMC stakeholder consultations through project communications, presentations, and managing specific activities like focus groups and surveys.
5. Contribute to review and evaluation of AMC strategic plans and risk assessment, and to AMC analysis of opportunities for improvement and growth.
6. Support Health Professions Accreditation Collaborative Forum projects, through research, and project development and implementation of project plans and consultation papers.

### **Required knowledge, skills and professional qualities**

#### *Professional qualities and behaviours*

- is self motivated and accountable for own work
- is a problem solver by nature
- recognises limits of knowledge and responsibilities and refers appropriately
- demonstrates commitment to learning, review and improvement

#### *Knowledge*

- knowledge of the Australian health care system and/or its regulation
- medical education and training

#### *Skills*

- working effectively and collaboratively with others
- interpersonal skills to support good working relationships
- clear and effective spoken and written communication
- ability to prepare clear reports and presentations for a variety of audiences to AMC standards
- data analysis and interpretation, and research skills to support AMC projects and initiatives
- ability to analyse and synthesise complex information
- management of time and workload demands
- project management

#### **What's on offer**

An opportunity for a medical graduate to advance their knowledge, skills and experience in medical education and assessment, policy development and profession engagement in a world class accreditation and assessment body.

- Collaborative, inclusive and values-driven working environment
- Build knowledge of and contribute to improving medical education and training
- Experience in quality assurance and standards setting processes
- Experience in policy development
- Develop a network - engage with profession leaders, medical educators and policy developers who are part of the AMC community
- Competitive salary and benefits
- Flexible working arrangements
- Work with the Canberra-based AMC staff team, as well as AMC affiliates across Australia and internationally. Depending on Government restrictions, domestic and some international travel is possible.