

Position number:	PN017	Last reviewed:	May 2021
Designation:	Manager – Medical School Accreditation		
Classification:	Full-time	Salary Band:	Band 5
Business area:	Accreditation		
Reports to:	Director of Standards and Accreditation		

Purpose of the Australian Medical Council (AMC)

The AMC is an independent national standards body for medical education. Its purpose is to ensure the standards of education, training and assessment of the medical profession protect and promote the health of the Australian community. It is appointed by the Medical Board of Australia to conduct accreditation functions for the medical profession under the Health Practitioner Regulation National Law.

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 collaborates internationally with other national standards, accreditation and testing authorities. The AMC also works closely with the state, territory and federal health departments, health policy makers, junior doctors and medical students, consumers and community members.

In the Accreditation Section, there are three teams aligned to the stages of medical education – primary, prevocational and specialty training. These teams are responsible for supporting the accreditation assessments, the annual monitoring activities and the Committees that govern the AMC's activities for each stage.

The role of Manager – Medical School Assessments

The Manager – Medical School Assessments is responsible for working with the Medical School Accreditation Committee to co-ordinate accreditation assessments and monitoring activities to ensure that medical schools in Australia and New Zealand continue to meet the accreditation standards. It is a hands-on role, which involves training small expert teams (of medical practitioners, academics, students and community representatives) and undertaking the assessments of medical schools against the accreditation standards. The role holder will also support the teams to provide high quality written reports on their assessments to the Committee.

The role holder will be the AMC's key liaison with medical schools in Australia and New Zealand and is also responsible for horizon scanning, risk assessment and policy development related to this portfolio. Currently the AMC is reviewing the standards for primary medical qualifications and there is additionally the opportunity to contribute to the development of new standards. Over 2022, the role holder will be responsible for working with medical schools to build capacity to meet the revised standards and for monitoring the implementation of the standards.

The role would suit a highly organised person, who has both excellent attention to detail and the ability to take a broad policy perspective. Experience of higher education, health profession education or accreditation of programs is highly desirable.

Position Responsibilities

1. As a manager, contributes to the work of the AMC accreditation section in the development and implementation of strategic plans, management of risk, management and mentoring of staff, and resource planning and development.
2. Manages the AMC's program of accreditation of primary medical programs by:
 - implementing the program of accreditation assessments agreed by the AMC
 - managing staff and resources and proposing solutions when work exceeds capacity
 - contributing advice on accreditation policies and broader policy issues.
 - implementing the AMC's policy on charging accreditation fees and monitoring accreditation costs to ensure that the high quality service is delivered within cost constraints
 - proactively communicating with education providers, assessment team and committee members
 - establishing effective working relations with stakeholders such as regulatory bodies, health jurisdictions, health consumer groups, professional bodies and medical trainee groups
 - overseeing agreed projects such as stakeholder consultations, surveys and workshops on accreditation processes and outcomes
3. Acts as executive officer for accreditation assessments, provides support and guidance to assessment teams and providers undergoing assessment to ensure assessments follow AMC processes and result in high quality reports that enable good accreditation decision making.
4. Supports AMC governance bodies and advisory committees to manage accreditation processes consistently in line with AMC established procedures by:
 - following approved procedures to complete standard operational work effectively
 - establishing processes to manage events that do not fit standard procedures including referral to senior staff and/or committees
 - managing a work plan to ensure decisions, items for review and continuous improvement plans are referred to senior staff and committees in a timely manner
 - implementing decisions or advice from committees and senior staff.
5. Contributes to accreditation training and induction to provide AMC staff, accreditation assessment team members, committees and other stakeholders with relevant, accessible and educationally sound training resources and opportunities to develop skills and expertise.
6. Supports the review and development of accreditation standards and processes, and medical education policy through research and evaluation, and support of expert working groups.
7. Supports partners and clients, particularly Directors, Council members, and organisations accredited by the AMC through clear and timely process management and communications.
8. The work program has peaks and troughs and extended working hours are sometimes required in this role (with appropriate compensation).
9. The position entails some interstate and occasional international travel.

Required knowledge, skills and professional qualities

AMC Values	
<ul style="list-style-type: none">• Openness and Accountability• Cultural Safety and Cultural Competence• Collaboration	<ul style="list-style-type: none">• Innovation• Striving for Excellence• Integrity

Professional qualities and behaviours

- role models AMC values in working with AMC staff and external stakeholders
- demonstrates professionalism in client and stakeholder relationships, and in representing the AMC in professional forums and conferences
- is accountable for own work and that of the work team
- recognises limits of knowledge and responsibilities and refers appropriately
- good judgement and common sense, including the ability to deal impartially with sensitive issues
- demonstrates commitment to review and improvement of work practices and outcomes and to sharing good practice
- support others in the work team to achieve goals.

Knowledge

- able to develop, interpret and apply standards, operating policies and guidelines
- able to identify and provide advice on managing risk
- strategic planning and its relevance for work of self and team
- management of work related databases and IT packages
- office processes such as confidentiality and non-disclosure, workplace health and safety, and records and information management.

Skills

- excellent interpersonal skills to support high functioning teams, and client and partner relationship
- experience writing and editing complex documents
- ability to prioritise a multifaceted program of work
- project management
- budget management
- team player who works well with others
- excellent verbal and written communication skills to facilitate clear and effective interactions with staff, clients and partners (e.g. committee agendas and minutes, answering client queries, negotiating processes, report writing and editing).

Desirable knowledge, skills and professional qualities

- Understanding of the operation of quality assurance and/or professional accreditation systems.
- Experience in designing and delivering or facilitating educational sessions.
- Experience in accreditation or health or other tertiary education sectors
- Experience in governance/ committee support processes

Salary and other benefits

The AMC offers competitive salaries and a range of benefits, including superannuation and flexible working arrangements.