



Position number:	PN004	Last reviewed:	October 2021
Designation:	Research and Communications Officer		
Classification:	Full time	Salary Band:	Band 4/5
Business area:	Executive		
Reports to:	Deputy Chief Executive Officer		
Key stakeholders			

Purpose of the Australian Medical Council (AMC)

The AMC is an independent national standards body whose 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.

Purpose of the Strategic Policy and Research Section

The Strategic Policy and Research Section designs and implements projects to deliver on the AMC's aim for excellence in healthcare through a highly trained medical workforce. Staff work across the organisation and external partners to support and strengthen strategy, policy and research linkages between assessment, accreditation and standards setting functions and between the AMC and the complex health and education systems.

The Research and Communications Officer role

The Research and Communications Officer will contribute to the design and implementation of research and policy activities; data analysis and synthesis; engagement with stakeholders in the work and values of the AMC; and authoring, editing and producing materials in a range of formats to communicate with our staff, partners and stakeholders.

The position works across AMC functions, and with AMC senior staff and partner organisations.

Position description

1. Take forward AMC strategic projects from planning to delivery, on time and on budget.
2. Drive research and analysis to support the AMC's strategic plan and its response to system and policy developments, including:
 - plan and execute agreed projects
 - contribute to qualitative and quantitative data collection, coding and analysis
 - perform library, internet and literature searches
 - document processes
 - write briefs, summaries and reports to support projects.
3. Develop consultative and respectful relationships and stakeholder engagement plans including:
 - building business relationships across the AMC to stay informed of critical issues and priorities
 - managing specific activities such as stakeholder events, focus groups, development of

surveys and analysis of survey data.

4. Communicate the AMC's work through reports, presentations, project summaries and other messages in simple and engaging terms and for different media.
5. Provide high quality support, papers and advice to AMC expert groups.
6. Contribute to review and evaluation of AMC strategic plans and risk assessment, and to AMC analysis of opportunities for improvement and growth.

Required knowledge, skills and professional qualities

Professional qualities and behaviours

- is committed to collaboration, consultation and inclusion
- 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
- has a focus on accuracy and attention to detail.

Knowledge

- project coordination, life cycle, documentation, standards and methodologies
- knowledge of the end to end research process
- knowledge of the Australian health care system and/or health practitioner regulation and/or medical education and training (desirable)

Skills

- working effectively and collaboratively with others
- interpersonal and negotiation skills to support good working relationships
- ability to apply a mixed methods approach to research
- quantitative and statistical analytical skills
- ability to analyse and synthesise complex information
- demonstrated time management and organisational skills
- demonstrated ability to communicate clearly, effectively and succinctly
- ability to prepare engaging reports, presentations and other messages for a variety of audiences
- ability to manage data, spread sheets, and IT packages, and to learn new systems.
- statistical and analytical tools such as R, Python (desirable)

Experience

Experienced in implementing communication strategies and plans to meet strategic requirements. (desirable).

Additional Information

The AMC's national office is in Canberra, and the person ideally will work in the Canberra office, supplemented by remote working.

- The AMC encourages Aboriginal and Torres Strait Islander and Māori Peoples to apply for all roles advertised.
- The AMC works closely with a number of Aboriginal and Torres Strait Islander and Māori stakeholders and is committed to ensuring a working environment that is inclusive and culturally safe at all times.
- All staff are required to participate in ongoing cultural safety training.

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