

Position number:	PN171	Last reviewed:	April 2022
Designation:	Executive Assistant - Accreditation		
Classification:	Permanent	Salary Band:	Band 2/3
Business area:	Accreditation		
Reports to:	Accreditation Manager		

The AMC

The Australian Medical Council (AMC), is an independent national standards body for medical education. Our 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

We do this by setting standards, and accrediting programs and providers of medical programs such as medical schools in universities and specialist medical colleges against those standards. AMC accreditation staff manage these processes by developing and implementing policy and procedures, supporting the expert teams that assess programs, and supporting the committees that oversee the accreditation programs. You can read about the AMC, our work and our values here: <https://www.amc.org.au/>

The AMC encourages Aboriginal and Torres Strait Islander and Māori Peoples to apply for all roles advertised.

To ensure we meet our strategic goal of ensuring culturally safe practice to improve health outcomes, the AMC understands that we require Aboriginal and Torres Strait Islander and Māori Peoples in our workforce.

The AMC is committed to a working environment that is inclusive and culturally safe for all.

The AMC works closely with a number of Aboriginal and Torres Strait Islander and Māori stakeholders.

It is a requirement that staff must ensure a working environment that is inclusive and culturally safe at all times. All staff are required participate in ongoing cultural safety training.

The Accreditation Section

The AMC manages processes to set standards and to assess and accredit medical programs and their providers against those standards. These processes cover medical school and specialist medical programs and their providers, and programs and providers of workplace based assessments for international medical graduates. AMC accreditation staff manage these processes by developing and implementing policy and procedures, managing individual accreditations as projects, supporting the expert teams that assess programs and their providers, and supporting the committees that oversee the accreditation programs.

Position Purpose

This position is in the Accreditation Section, which includes approximately 12 people working in small teams of three-four and focusing on different phases of medical education and projects. This position will provide executive administrative assistance across the teams and will help to support

consistent processes. The position would suit a person who is highly organised and with excellent attention to detail and who thrives on improving systems and working with a wide range of people.

There are also opportunities for development in policymaking, applying standards and regulation.

Position Responsibilities

1. Provide executive assistance to the Director. This will involve liaising with accreditation managers to schedule and monitor accreditation work. For example, developing and maintaining project plans and supporting the team to provide papers to committees
2. Work with committee managers to support consistent processes across accreditation committees. This involves:
 - a. Coordinating recruitment, induction for members and occasionally helping to arrange travel for meetings
 - b. Coordinating papers through governance processes according to AMC style and format guides
 - c. Maintaining central contact lists in the database
 - d. Invoicing
3. Coordinating and maintaining the Accreditation section web pages, including coordinating the publication of accreditation reports on the website.
4. Contributing to the editing of AMC policy papers, reports to stakeholders, and public material in line with AMC style and formatting guides.
5. Assisting with the coordination of email queries through the team inbox.
6. Contributing to projects when needed. For example, helping with desk-based research, summarising feedback/evaluation data or co-ordinating workshops and meetings.
7. Helping administrative support for the assessments of medical schools, medical specialist colleges or other providers when needed. For example, keeping track of the timelines and templates, scheduling meetings with medical schools and assessment teams, arranging travel and logistics when meetings are in person.
8. Other duties as agreed.

Skills, knowledge and professional behaviours

Behaviours

- Is honest and open and demonstrates integrity with colleagues and stakeholders
- Is inclusive, respectful and supportive, contributing to a culturally safe environment for all staff
- Is accountable for own work and recognises limits of expertise
- Provides great customer service for internal and external stakeholders
- Demonstrates commitment to learning, and review and improvement of work practices and to sharing good work practice

- Supports others in the work team to achieve goals

Essential skills and experience

- Building relationships with a wide range of customers and adapting to meet their differing needs
- Excellent organisational skills
- Attention to detail
- Effective management of time, workload demands and competing priorities
- Clear, accurate and effective written and spoken communication skills
- Comfortable with Microsoft Office Word, Excel and PowerPoint and open to new software

Desirable skills and experience

- Executive assistant or administration role
- Experience of supporting committee or working groups processes
- Awareness of quality assurance or quality improvement processes
- Presentation software such as Canva
- Some exposure to basic data entry and analysis or experience in producing simple management reports that include the presentation of data

Other benefits

The AMC has new offices in the centre of Canberra and provides opportunities for some home-based working following the completion of the three-month probationary period.

AMC Values	
• Openness and Accountability	• Innovation
• Cultural Safety and Cultural Competence	• Striving for Excellence
• Collaboration	• Integrity