



# Australian Medical Council Limited

<b>Position number:</b>	PN175	<b>Role:</b>	Project Manager
<b>Classification:</b>	Full time	<b>Salary range:</b>	AMC band 4 – base salary \$77,000-\$98,000
<b>Business area:</b>	Strategic Policy and Research Team		
<b>Reports to:</b>	Senior staff member, strategic policy and research team		
<b>Key stakeholders:</b>	AMC business managers, AMC expert advisory groups		

## 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 of excellence in healthcare through a highly trained medical workforce. Staff work across AMC business teams and external partners to support strategy, policy and research on assessment, accreditation and standards of medical education and practice, and between the AMC and health and education systems.

## Project Manager role

### Project management

Working with project leaders, the Project Manager plays an integral role in the design, management, implementation and delivery of projects that will help shape the future standards of medical education and training and medical practice. The Project Manager:

- Works with AMC business areas to plan, design, oversee, deliver and evaluate agreed projects.
- Prepares detailed project plan to schedule key project milestones, workstreams and activities.
- Manages and tracks the project plan and budget to ensure successful delivery of projects within agreed timeframes and resources.
- Manages and adjusts for changes in project scope, schedule and / or budget
- Provides regular project status reports and escalation to management as required.
- Identifies, documents and manages project risks to minimise impact on the project and/or AMC.

### Stakeholder engagement

The AMC works with stakeholders and partners to build on shared commitment to high standards of medical education, training and practice. The role requires excellent interpersonal skills to establish respectful and consultative working relationships with stakeholders. The Project Manager:

- Establishes and maintains relationships with stakeholders and third parties/suppliers.

- Manages stakeholder engagement plans, and tracks engagement with key stakeholder groups.
- Plans and manages communications and events.

#### Supporting committees

The AMC uses advisory groups, steering and expert committees to steer and shape work, share knowledge and expertise, test thinking, and develop networks. This provides for expert review, and strong expert and stakeholder input to projects. The Project Manager:

- Contributes to and manages project governance structures.
- Sets meeting schedules to meet project milestones.
- Prepares meeting papers and reports.
- Tracks and actions agreed outcomes.

#### Records, information and document management

- Creates and maintains comprehensive project documentation and records.
- Applies AMC business rules to administrative, records and information systems.

### **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
- Supports others in the work team to achieve goals.

#### Experience/knowledge

- Minimum of three years' experience as a project manager
- Relevant project management education and/or certification
- Excellent interpersonal skills
- Demonstrated capacity to contribute to high performing teams
- Demonstrated ability to communicate clearly, effectively and succinctly
- Ability to produce high quality presentations, plans, reports, communications and meeting papers
- Demonstrated strong organisational, and priority and deadline setting skills
- Demonstrated computer literacy, including online collaboration tools; information literacy and information management skills.

#### **Other information**

The Strategic Policy and Research team work from the AMC's Canberra office. All AMC staff have access to the AMC's flexible work arrangements.

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

Position established: July 2022