

Position number:	PN178	Last reviewed:	October 2022
Designation:	Receptionist and Events Coordinator		
Classification:	Full Time	Salary Band:	Band 2/3
Business area:	Executive		
Reports to:	Senior EA to the CEO		
Key stakeholders:	Internal: AMC Executive and staff External: AMC stakeholders, suppliers and service providers		

Organisational Purpose

The purpose of the Australian Medical Council Limited (AMC) is to ensure the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

Executive section role

The AMC Executive Section is a small group of executive staff - the chief executive officer, deputy chief executive officer, deputy company secretary and the staff who work with them to support the leadership, strategy and the AMC's professional and stakeholder engagement strategy.

Position Purpose

The purpose of this position is to represent the AMC in a friendly and professional manner as first point of contact for visitors; coordinate the preparation and delivery of in-house events; and provide administrative support to the Executive team and staff.

Position Responsibilities

- Co-ordinate and facilitate events and meetings providing a high standard of client service to support the AMC to achieve its goals.
- Provide reception for visitors and guests at the AMC Canberra office.
- Provide administrative support to manage enquiries to the AMC and to support the Executive team to manage their work.
- Consistently contribute to the AMC's success by accepting personal responsibility for actions and decisions, collaborating with others to achieve positive outcomes, communicating effectively to understand, and be understood, and displaying professional behaviour in all activities.
- Proactively support continuous improvement within the team, and the organisation through reviewing performance, accepting feedback and being responsive to the needs of stakeholders.
- Actively seek out opportunities to expand work related knowledge and improve personal and technical skill-sets.

Position Key Result Areas (KRAs)

1. Event Coordination

- Provide a professional and friendly first point of contact for visitors to the AMC.
- Coordinate the preparation and delivery of in-house events including: liaising with the meeting organiser about requirements; provision of catering; arranging access for guests, set up and clearing of meeting rooms.
- Liaise with the Administration Officer and Facilities Officer regarding ordering of catering supplies, building access and cleaning services.

2. Administrative Support

- Provide general administrative support to the Executive team and staff, and to visitors to the AMC.
- Assist with the monitoring and distribution of correspondence to the AMC's general and Executive inboxes.
- Other duties as directed.

3. Records Management

Understand and comply with the relevant standards, policies, and procedures in creating and maintaining accurate records in AMC business systems.

4. Workplace Health and Safety (WHS)

Promote a healthy and safe work environment through awareness of and compliance with WHS legislation, identification and reporting of WHS risks and incidents, and participation in risk mitigation activities as appropriate.

Key Selection Criteria

Experience/knowledge/professional attributes

- a) Previous work experience in event management and reception desirable.
- b) A can do attitude.
- c) Ability to establish good working relationships with others and function effectively as a member of a team.
- d) Ability to communicate effectively and sensitively with a diverse cross-section of AMC clients and stakeholders.
- e) Demonstrated ability to understand and apply established guidelines and procedures.
- f) Ability to set and maintain high standards for administrative work, including a high degree of accuracy and attention to detail.
- g) Strong organisational skills and a capacity to set and achieve realistic goals and meet deadlines.
- h) Ability to respond well to change and adapt to changing circumstances while maintaining a high standard of work.
- i) Commitment to providing the highest standards of service.

AMC's commitment to diversity and inclusion in the workplace

The AMC encourages Aboriginal, 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, 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, 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.

AMC Values

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| <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 |
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