



# Australian Medical Council Limited

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|-------------------------|---------------------------------------|-----------------------|---|
| <b>Position Number:</b> | PN056                                 | <b>Last Reviewed:</b> | November 2022                                   |
| <b>Designation:</b>     | Program Support Officer (Assessments) |                       |   |
| <b>Classification:</b>  | Permanent                             | <b>Salary Range:</b>  | \$58,000 - \$69,000 (plus 10.5% superannuation) |
| <b>Business Area:</b>   | Accreditation                         |                       |   |
| <b>Reports To:</b>      | Manager, Medical School Assessments   |                       |   |

## The Australian Medical Council (AMC)

The Australian Medical Council (AMC) is an independent national standards body for medical education. Our purpose is to ensure the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

The AMC develops accreditation standards and procedures for medical education and training in all phases of medical education:

- Primary medical education programs provided by university-based medical schools.
- Prevocational training, a year in supervised work based training.
- Specialty medical training and continuing professional development, including recognition of medical specialties.

The AMC is the accreditation authority for the medical profession in Australia and assessment of medical programs is one of its key functions. You can learn more about AMC accreditation [here](#). You can read about the AMC, our work, and values [here](#).

| AMC Values    |                             |                         |
|---------------|-----------------------------|-------------------------|
| Collaboration | Cultural Safety             | Innovation              |
| Integrity     | Openness and Accountability | Striving for Excellence |

## AMC’s commitment to Cultural safety and diversity and inclusion in the workplace

The AMC aims for a diverse workforce, so that we reflect the Australian community we serve. We believe that diversity improves ideas and results in better outcomes. Our employment policies reflect our commitment to diversity and inclusion.

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 AMC encourages applications from Aboriginal, Torres Strait Islander and Māori Peoples for all roles advertised.***

## **The Role of Program Support Officer (Assessments)**

**In the Accreditation Section, three teams are each responsible for a stage of medical education. This role sits primarily within the Medical School Accreditation team that manages the assessment of primary medical education programs provided by university-based medical schools.**

The Program Support Officer is responsible for assisting with AMC governance and accreditation processes. The role holder will also support the assessments of primary medical programs. Each assessment is a complex program of activities over 12 to 18 months, involving:

- preparing documents including meeting agendas, reports and communications;
- detailed program planning and tracking of progress;
- providing support to expert teams and education providers;
- maintaining accuracy of data and information;

In the role, you will develop knowledge in the application of AMC standards, medical education and the provision of healthcare in Australia. There will be opportunities to engage with AMC stakeholders to develop effective working relationships, project management, policy making and communication skills.

### **Position Responsibilities**

#### **1. Assessment of primary medical education programs and education providers**

Ensuring standard AMC process is followed, coordinate and complete tasks in a timely fashion for assessment visits.

- Support Manager, Medical School Assessments or executive officer of specific accreditation assessments by proactively managing accreditation steps and operational workplan.
- Manage logistic arrangements with the education provider and expert assessment team.
- Support AMC meetings and site visits, including face-to-face/virtual arrangements and note taking.
- Occasional interstate travel and extended hours (with flex time off for additional hours worked)
- Assist in budget management and review and manage invoicing process for assessment visits.
- Prepare standard letters, agendas, documents and report sections with accuracy.
- Contribute to the proofreading and formatting of accreditation reports.
- Manage shared email inbox for medical school program specific enquiries.
- Contribute to process improvements.

#### **2. Information and data management**

Regularly review and keep up-to-date:

- Standard stakeholder lists and surveys, templates and administrative records.
- Accreditation management systems, assessment data and online document management systems.

#### **3. Section responsibilities**

As required, collaborate with senior AMC staff and/or section team to:

- Provide administrative support for annual AMC workshops, projects and activities.
- Support prevocational or specialist college accreditation assessment visits.

#### **4. Other duties as directed.**

## Key Selection Criteria

### *Essential Skills and Experience*

- Excellent attention to detail with demonstrated time management and organisational skills.
- Clear, accurate and effective written and spoken communication skills.
- Able to manage competing priorities effectively.
- Able to build effective working relationships with stakeholders through excellent customer service.
- Experienced user of Microsoft Office software.

### *Desirable Experience*

- Experience in supporting small teams.
- Experience with video-conferencing, presentation software, database systems.
- Experience in synthesising information and data for reports.

### *Professional Behaviours*

- Commits to demonstrating and upholding AMC values.
- Maintains accountability for own work, recognises limits of expertise and refers appropriately.
- Honest and open, demonstrating integrity with colleagues and stakeholders.
- Inclusive and respectful, contributing to a culturally safe environment for all.
- Adaptable and supportive of others in the work team to achieve goals.
- Demonstrates commitment to learning, developing, and sharing good work practice.

## Benefits of working with the AMC

- Access to learning and development opportunities
- Flex time, flexible and hybrid working opportunities
- Generous leave policies that recognise our staff diversity
- Annual WPI salary increase
- Paid parental leave
- A spacious, open work place with free city parking for Canberra-based staff
- Employee assistance program for staff and their immediate family members