



Position number:	PN121	Last reviewed:	November 2022
Designation:	Verifications Administrator		
Classification:	Full-time (1 year contract with potential to permanent)	Salary Band:	Band 2
Business area:	Assessment Services - Verification Services		
Reports to:	Manager, Verifications Services		
Key stakeholders:	<ul style="list-style-type: none">• Medical Board of Australia (MBA)• ECFMG (Educational Commission for Foreign Medical Graduates)• Australian Specialist Medical Colleges• AMC External Examiners		

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.

Business Area Purpose

Assessment Services is responsible for assisting international medical graduates (IMGs) from their initial enquiry regarding eligibility and application processes, through examinations, to receipt of their AMC Certificate.

The Verification Services area is responsible for the assessment of portfolio applications, to update qualification verification statuses received from ECFMG of International Medical Graduates (IMGs) seeking registration to practise medicine in Australia, the issuing of the AMC certificates after complying with the AMC examination requirements and the digitisation of AMC candidate paper records.

All IMG information is filtered to the AMC qualifications portal, used by the MBA for registration purposes, and the Australian Specialist Colleges for assessment purposes.

Position Purpose

The purpose of this position is to undertake a range of administrative activities in relation to the assessment of IMGs portfolio applications, qualification verifications, issuing of AMC Certificates and digitisation of AMC IMG paper records.

Position Responsibilities

Consistently contribute to the successful operation of the organisation by demonstrating leadership, 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 in the work, team, and the organisation through being innovative, displaying critical thinking, and being responsive to the needs of customers and stakeholders.

Actively seek out opportunities to expand work related knowledge, and improve personal and technical skill-sets.

Position Key Result Areas (KRAs)	
1. <u>Verification Processing</u>	Effectively assess IMG applications.
2. <u>EICS/EPIC</u>	Process IMG records with EPIC statuses received via ECFMG secure portal, and respond to EICS/EPIC enquiries.
3. <u>Database Maintenance</u>	Maintain and carry out testing of AMC database systems.
4. <u>Stakeholder Management</u>	Establish and maintain effective working relations with stakeholders.
5. <u>AMC certificates</u>	Generate and issue AMC certificates, process reprint requests, and respond to any enquiries.
6. <u>Digitisation of IMG paper records</u>	Digitise all IMG paper records stored in compactus to electronic format
7. <u>Administration</u>	Assist with general administrative duties as required

Key Selection Criteria	
<u>Experience/knowledge</u>	
<ul style="list-style-type: none"> a) Strong communication skills, including the ability to communicate with a diverse stakeholder group. b) Demonstrated capacity to establish good working relations with others and to function effectively as a member of a team. c) Ability to set and maintain high standards for administrative work, including meeting deadlines, and demonstrating a high degree of accuracy and attention to detail. d) Demonstrated organisational skills and the time management skills to coordinate projects, prioritise tasks and meet deadlines. e) Advanced word processing and data input skills with the ability to be accurate and thorough with an eye for detail. f) Strong computer skills, including experience with contemporary business packages (e.g. Microsoft Office) and customised databases. g) Good analytical skills and the capacity to develop administrative systems. h) Ability to respond well to change and adapt to changing circumstances while maintaining a high standard of work. 	
<u>Additional Requirements/Qualifications</u>	
<ul style="list-style-type: none"> • Experience in dealing with people from non-English speaking backgrounds (desirable). • Ability to undertake tasks in other areas within the AMC as required. 	

AMC Values	
<ul style="list-style-type: none"> • Striving for excellence • Cultural Safety and Cultural Competence • Collaboration 	<ul style="list-style-type: none"> • Integrity • Openness and Accountability • Innovation