



# Australian Medical Council Limited

<b>Position number:</b>	PN181	<b>Last reviewed:</b>	February 2023
<b>Designation:</b>	Secretariat Support		
<b>Classification:</b>	Full-time	<b>Salary Band:</b>	AMC Band: 1
<b>Business area:</b>	Executive		
<b>Reports to:</b>	Indigenous Policy and Programs Manager		
<b>Key stakeholders:</b>	Senior Executive team; DCEO; Company Secretary, RAP Committee, AMC Aboriginal, Torres Strait Islander and Māori Committee		

## 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 to promote and protect the health of the Australian community.

## Business Area Purpose

The Indigenous Policy and Programs Area is responsible for supporting the AMC executive in activities across the organisation, in line with the AMC's strategic goal of ensuring culturally safe practice to improve health outcomes and achieving our Indigenous Strategy and RAP commitments.

Reporting to the Indigenous Policy and Programs Manager, the role will require working closely with the Aboriginal and Torres Strait Islander and Māori Committee, the AMC executive team and staff.

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

The AMC works closely with many Aboriginal and Torres Strait Islander and Māori stakeholders. It is a requirement that staff must ensure and embrace a working environment that is inclusive and culturally safe at all times.

All staff are required to participate in ongoing cultural safety training and gain greater understanding of our cultural safety values.

**Aboriginal and Torres Strait Islander are strongly encouraged to apply for this role.**

## Cultural Safety Statement

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

To achieve 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.

We work closely with a number of Aboriginal, Torres Strait Islander and Māori stakeholders at the AMC. As part of this partnership & journey, we see the importance in ensuring staff understand and undertake regular cultural safety training, facilitated, and led by Aboriginal, Torres Strait Islander and Māori peoples. Our goal is all staff contribute and understand the value in creating inclusive and culturally safe spaces.

All of our staff are required and encouraged to participate in ongoing cultural safety training.

## **Position Responsibilities**

### **Committee secretariat**

- Provide secretariat support to AMC Aboriginal, Torres Strait Islander and Māori Committee and working parties, including meeting scheduling, preparation of meeting materials, and the coordination, delivery and follow-up of all post meeting activities.
- Actively manage committee meetings to ensure that decisions are recorded accurately and conform with AMC policy and procedures.
- Manage the process of progress reporting by other AMC Committees to the AMC Aboriginal, Torres Strait Islander and Māori Committee. This includes working closely with other staff and stakeholders before, during and after submission of reports and committee decisions.

### **Program management**

- Maintain the workplan for reporting for the AMC Aboriginal, Torres Strait Islander and Māori Committee.
- Contribute to the collaborative writing and editing of AMC policy papers, reports, procedures and public material. Maintain version control of documents and contribute to the cyclical review of AMC accreditation procedures, guides and templates.

### **Contribute to research and development**

- Contribute to policy development, research and monitor and analyse developments on issues of relevance to quality management of medical education and training.
- Contribute to collaborative planning and implementation of quality improvement innovations.

### **Organisational support**

- Establish effective working relations with administrative staff and office bearers of the Council, medical schools, the specialist medical colleges, medical boards, government departments and other bodies as appropriate.
- Other duties are directed.

### **Additional**

- Flexibility for interstate travel and occasional extended hours (required).

## **Skills and Experience**

### *Required:*

- 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 in supporting small teams.
- Experience with video-conferencing, presentation software, database systems.

- Experience in synthesising information and data for reports.

### 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.

### AMC Values

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| <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> |
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