

Position number:	PN166	Last reviewed:	February 2023
Designation:	Indigenous Policy and Programs Officer		
Classification:	Full Time, 3-year contract	Salary Band:	BAND 4
Business area:	Executive		
Reports to:	Indigenous Policy and Programs Manager		
Key stakeholders	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 and to promote and protect the health of the Australian community.

Business Area and Position Purpose

The Indigenous Policy and Programs Officer role will play a critical role in 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 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 also 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 to participate in ongoing cultural safety training.

Position Responsibilities

Supporting the Indigenous Policy and Programs Manager to:

- Facilitate consultations with: Aboriginal and Torres Strait Islander and Māori People, Community leaders, services, organisations, and consumers to ensure that the work of the AMC reflects a diverse range of Aboriginal and Torres Strait Islander and Māori voices, ideas and wisdom.
- Support the coordination and implementation of the AMC's strategic goals.
- Assist in the development and implementation of activities across the organisation with an understanding of fairness, cultural safety and self-determination.
- Prepare and submit reporting in relation to these goals to relevant groups, including the Senior Executive and other leadership teams.
- Ensure projects and initiatives under the Strategic Plan are appropriately documented and progress tracked and reported.
- Assist in organising and participate in stakeholder meetings.

- Support the Aboriginal, Torres Strait Islander and Māori Committee by assisting in:
 - Organising meetings following AMC meeting practices,
 - Preparing the agenda and minutes with input from other staff as required, and
 - Implementing the recommendations and actions from the Aboriginal, Torres Strait Islander and Māori Committee.
- With the Indigenous Policy and Programs Team, organise workshops and provide papers for conferences and other stakeholder forums.

Key Selection Criteria

The successful applicant will have strong relationships with Aboriginal and Torres Strait Islander organisations and communities. In particular, the applicant will have in-depth knowledge of Australia’s Reconciliation journey, and the role organisations play in working with Aboriginal and Torres Strait Islander organisations and communities to create positive change.

Strong communications and writing skills along with people management experience will also need to be evident.

Flexibility to travel interstate and work occasional extended hours is essential.

Experience/knowledge/skills

- Experience in building relationships within Aboriginal and/or Torres Strait Islander people and communities.
- Knowledge and understanding of the health education sector as it pertains to Aboriginal and/or Torres Strait Islander people and communities.
- Knowledge and understanding of cultural safety, self-determination, and social and emotional wellbeing.
- Project management and administration capability.
- Ability to manage own work priorities, take initiative and meet deadlines.
- Excellent interpersonal and communication skills including both written and verbal.
- Prior experience in supporting the development or delivery of organisational wide Reconciliation Action Plan or similar approach will be well regarded, though not essential.

Additional Qualifications/Experience

- Must have a commitment and capability to work in and across teams in a complex environment.
- Experienced in presenting arguments and information to large audiences.
- Identifying as an Aboriginal and/or Torres Strait Islander Person is highly desirable.

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