



Australian Medical Council Limited

Position Number:	PN171	Last Reviewed:	February 2023
Designation:	Program Support Officer – Accreditation Committees		
Classification:	Permanent	Salary Range:	\$60,000 - \$75,000
Business Area:	Accreditation		
Reports To:	Manager, Accreditation Projects and Process Development		

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 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 read about the AMC, our work and values [here](#).

AMC Values		
• Openness and Accountability	• Integrity	• Innovation
• Cultural Safety and Cultural Competence	• Collaboration	• Striving for Excellence

Cultural Safety Statement

The AMC encourages Aboriginal and/or Torres Strait Islander people 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 and/or Torres Strait Islander people 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/or 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.

The Role of Program Support Officer – Accreditation Committees

In the Accreditation Section, three teams are responsible for each stage of medical education and this role sits primarily within the Specialist Education Accreditation Team but will assist across all three teams to provide support to the Director, Accreditation and Standards and Accreditation Managers on activities related to AMC Accreditation Committees.

The Program Support Officer is responsible for supporting the monitoring program for accredited education providers and facilitating Committee activities, including:

- Assist in preparing documents including meeting agendas, reports, and communications
- Coordinating between Committees and other AMC sections.
- Maintaining accuracy of data and information
- Follow up on meeting actions to ensure decisions are implemented
- Assist with managing committee decisions and papers through AMC governance processes

In the process, 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, develop project management, policy making and communication skills.

Position Responsibilities

1. Program support and annual monitoring

Proactively plan and coordinate the annual monitoring and initial accreditation of education providers and CPD homes. This includes:

- Liaising with reviewers, Committee members, CPD homes, and other stakeholders to ensure timelines are met
- Editing monitoring submissions and reports to accurately report for Committee review and decision
- Developing excellent relationships with the AMC governance team and external stakeholders to ensure the smooth progression of monitoring submissions to AMC Directors and the Medical Board of Australia

2. AMC Accreditation Committees

Ensuring standard AMC process is followed, coordinate and complete tasks in a timely fashion to facilitate the work of AMC Committees. This involves working closely with the Director and Accreditation Managers to:

- Assist in the preparation of standard documents and letters, according to AMC style and format guides, and coordinating dissemination of papers to Committees, AMC governance, and external stakeholders.
- Coordinate recruitment and induction for new members.
- Coordinate travel and accommodation for face-to-face Committee meetings
- Contribute to the editing of AMC policy papers, reports to stakeholders, and public material

3. Information and data management

Review, coordinate and maintain:

- Contacts Database

- Committee Invoicing
- Email enquiries to the accreditation and CPD home inboxes
- Accreditation section webpages, including publication of accreditation reports.

4. 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 accreditation assessment programs of AMC accredited education providers

5. Other duties as directed.

Key Selection Criteria

Essential skills and experience

- Detail-oriented with demonstrated time management and organisational skills
- Understand cultural safety: an ongoing process of actively working to make services and systems safer and more equitable for Aboriginal and Torres Strait Islander and Māori peoples
- Clear, accurate and effective written and spoken communication skills
- Able to manage competing priorities effectively
- Able to build effective working relationships with a wide range of stakeholders
- Experienced user of Microsoft Office software.

Additional Requirements/Qualifications

- Flexibility for interstate travel and occasional extended hours (required)
- Experience in supporting committee or working groups (desirable)
- Awareness of quality assurance or quality improvement processes (desirable)
- Experience with video-conferencing, presentation software, database systems (desirable)
- Experience in synthesising information and data for management reports (desirable).

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.