



Australian Medical Council Limited

Position Number:	PN194	Last Reviewed:	July 2023
Designation:	Indigenous Policy Officer - Accreditation		
Classification:	Permanent	Salary Range:	\$79,400-\$90,600
Business Area:	Accreditation		
Reports To:	Manager, Medical School Assessments and Manager, Indigenous Policy and Programs		

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, continuing professional development, and the recognition of new 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.

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

AMC Commitment to Cultural Safety, Diversity, and Inclusion in the workplace

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

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 AMC staff are required to participate in ongoing cultural safety training.

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.

This role is available to Aboriginal and Torres Strait Islander and Māori Peoples only.

The Role of Indigenous Policy Officer - Accreditation

The Accreditation section is responsible for the assessment and accreditation of education providers and organisations providing medical education and training programs in Australia and Aotearoa New Zealand. The Accreditation section has undertaken two reviews of accreditation standards (for medical schools and for internship) and will begin a review of accreditation standards for specialist medical training before the end of 2024. The new standards take a significant step forward in setting expectations of medical schools and medical students, and health services and junior doctors, to provide culturally safe care and work appropriately with Aboriginal and/or Torres Strait Islander and Māori communities to understand and address inequities in health experiences and health outcomes.

We are now looking for a motivated Indigenous Policy Officer to support the implementation the new standards and improve the cultural safety of the AMC's accreditation committee and assessment processes. The Indigenous Policy Officer will also have a key role in the review of the standards for specialist medical education, which is scheduled to begin at the end of the year.

The role involves significant internal and external engagement with stakeholders in line with the AMC's commitment to improving outcomes for Aboriginal and/or Torres Strait Islander peoples and Māori through its work, including equitable access to health services.

The role holder will have an Accreditation section work portfolio and be supported by the AMC Indigenous Policy and Programs team.

Key to the success of these functions is the ability to coordinate a busy work program and to build mutually beneficial and enduring relationships with a range of stakeholders.

The AMC acknowledges and values the cultural knowledge, connection and skills that an Indigenous employee brings to this role. We offer employee benefits and entitlements to support all employees in diverse ways. Cultural safety is an AMC value that is interwoven throughout all of our work culture and work practices.

Key Responsibility Areas

1. Supporting committee and accreditation assessment processes

Work with Accreditation and Indigenous Policy and Programs team colleagues to:

- Review existing processes and identify opportunities for improving cultural safety
- Support committees and assessment teams to develop and implement cultural safety policies and practices
- Contribute to assessor and committee training on cultural safety
- Prepare meeting agendas, agenda items, workshop sessions, as needed.

2. Supporting the implementation of revised accreditation standards

Work with Accreditation and Indigenous Policy and Programs team colleagues to:

- Foster understanding of the expectations articulated in the accreditation standards e.g. through workshops and working with peak bodies to create resources
- Facilitate the sharing of practice across medical schools and other stakeholders
- Develop safe evaluation/ feedback loops so the AMC can understand how the implementation of the standards is experienced by Aboriginal and/or Torres Strait Islander and Māori staff and students.

3. Supporting the review and development of accreditation standards

- Contribute to reviews of accreditation standards and processes – for example, the scoping, development and implementation of the specialist college review – by:

- Taking responsibility for shaping and implementing project workstreams related to cultural safety and Aboriginal and/or Torres Strait Islander and Māori health
 - Managing relationships with stakeholders, including scheduling and implementing culturally safe processes for external stakeholders to contribute to Accreditation policy work
 - Synthesising stakeholder views, policy information, and research
 - Drafting and reviewing text, such as drafts of standards and implementation guidance materials.
- Produce policy papers, briefs and reports on issues related to cultural safety and Aboriginal and/or Torres Strait Islander and Māori health in medical education.

4. Other duties as directed.

Key Selection Criteria

Essential Experience and Skills

- Experience working in high performing teams with the ability to perform with minimal direction.
- Experience in Aboriginal and/or Torres Strait Islander and Māori stakeholder management.
- Clear, accurate and effective written and spoken communication skills, related to policy work.
- Strong planning and project/personal organisational skills.
- Demonstrated proficiency in managing multiple priorities and timelines.
- Well-developed skills in meeting, workshop and/or event coordination.
- Experienced user of Microsoft Office suite.

Additional Requirements/Qualifications

- Flexibility for interstate travel and occasional extended hours (required).
- Experience in policy writing and development (desirable).
- Experience in synthesizing qualitative and/or quantitative data for reports (desirable).
- Experience with project management or database systems, Zoom and/or MS Teams and Canva. (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.