

Position Description

Position number:	PN175	Last reviewed:	February 2025
Designation:	Strategic Project Manager		
Classification:	Contract (30 months), full-time	Salary band:	Band 5
Business area:	Strategic Policy and Research Team		
Reports to:	Senior Manager, Strategic Policy and Research		
Key stakeholders:	Strategic Policy and Research team; AMC business managers, AMC expert advisory groups, AMC project management Community of Practice members.		

Organisational purpose

The AMC's purpose is to ensure that the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

AMC values

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| <ul style="list-style-type: none">• Integrity• Cultural safety and cultural competence | <ul style="list-style-type: none">• Collaboration• Openness and accountability | <ul style="list-style-type: none">• Striving for excellence• Innovation |
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Business area purpose

The Strategic Policy and Research Section designs and implements projects to deliver on the AMC's aim of excellence in healthcare through a highly trained medical workforce. Staff work across AMC business teams and external partners to support strategy, policy and research on assessment, accreditation and standards of medical education and practice, and between the AMC and health and education systems.

Position purpose

The Strategic Project Manager supports strategic projects through ideas generation, good design, management, policy development and stakeholder engagement to deliver outcomes that help shape the future standards of medical education and training, and medical practice.

The role also involves contributing to broader organisational initiatives, driving best practice in project management, and actively engaging in the project management Community of Practice to foster collaboration, knowledge-sharing, and continuous improvement.

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/or Torres Strait Islander and Māori Peoples in our workforce. ***The AMC encourages applications from Aboriginal and/or Torres Strait Islander and Māori Peoples for all roles advertised.***

Position responsibilities/position key result areas (KRAs)

Project management and execution (key results area)

The Strategic Project Manager will:

- Lead and contribute to strategy development, research and policy projects.
- Manage complex strategic projects, ensuring successful delivery within scope, budget, and timelines, working collaboratively with others to establish scope and outcomes in line with the AMC's strategic plan, and with the Indigenous Policy and Programs team to contribute to AMC Indigenous strategy outcomes.
- Develop and maintain project management artifacts, including project plans, risk registers, issue logs, communication plans, and evaluation frameworks.
- Ensure that project governance structures are established.
- Oversee the procurement, contract negotiation, and vendor management of external consultants and service providers in line with AMC policies and the AMC's commitment to promoting procurement opportunities for Indigenous service provision.
- Monitor project progress and adjust for changes in scope, risks, or stakeholder needs.
- Provide regular project updates to executive leadership and key stakeholders.

Stakeholder engagement and relationship management (key results area)

The AMC works with stakeholders and partners to build on shared commitment to high standards of medical education, training and practice. The role requires excellent relationship management skills with the ability to establish respectful and consultative working relationships with AMC staff and stakeholders, and excellent communication skills to engage others in the AMC's purpose. The Strategic Project Manager will:

- Build and maintain strong relationships with internal and external stakeholders, ensuring alignment with AMC's strategic objectives.
- Support stakeholder engagement activities, including workshops, consultations, and advisory committee meetings.
- Working with others, develop and implement effective stakeholder communication strategies to support project objectives.
- Working with others, manage interdependencies between projects and broader AMC initiatives.

Supporting committees (key results area)

The AMC uses advisory groups, steering and expert committees to steer and shape work, share knowledge and expertise, test thinking, and develop networks. The Strategic Project Manager will:

- Contribute to and manage project governance structures to ensure adherence to AMC governance practices.
- Prepare meeting papers and reports.
- Track and action agreed outcomes.
- Contribute to and present project updates and outcomes to AMC committees, including to the AMC Aboriginal and/or Torres Strait Islander and Māori committee, for review and guidance.

Manage risks, information and learning from projects (key results area)

- Create and maintain comprehensive project documentation and records.
- Apply AMC business rules to administrative, records and information systems.
- Establish and maintain project risk management frameworks, ensuring key risks and mitigations are identified and addressed.
- Facilitate project evaluation and continuous improvement, embedding lessons learned into AMC's project management framework.

Supervision and team development (key results area)

- Supervise and mentor staff, to develop capability in project management, project documentation, stakeholder communication, and procurement compliance.
- Contribute to cross organisation continuous improvement in project management, encouraging professional development and the adoption of best practices in project management.

Other information

The Strategic Policy and Research team work from the AMC's Canberra office. All AMC staff have access to the AMC's flexible work arrangements and work from other locations may be negotiated.

Key selection criteria

Knowledge and skills

- a) Minimum five years' experience managing complex projects, with demonstrated ability to scope, plan, execute, and evaluate projects.
- b) Proven ability to engage, collaborate, and build strong relationships with diverse internal and external stakeholders to drive project success.
- c) Experience managing project governance, risk, contract and procurement processes within a regulated environment.
- d) Experience leading or supporting cross-functional initiatives that enhance organisational processes, efficiency, and strategic alignment.
- e) Demonstrated contribution to a learning culture and building organisational capability.
- f) Strong verbal and written communication skills, with experience in preparing high-quality reports, project documentation, and presentations for senior stakeholders.
- g) Experience supervising or mentoring staff, with the ability to delegate tasks effectively and develop team capacity.

- h) Proficiency in Microsoft Office, project management software (e.g., MS Project, Planner, SharePoint), online collaboration tools, and information management systems.

Desirable

- i) Experience in medical or health professions education, assessment, or regulation environment.
j) Certification in project management (PRINCE2, PMP, or PMBOK).

Professional Qualities/Behaviours

- Is committed to collaboration, consultation and inclusion
- Is self motivated and accountable for own work
- Is a problem solver by nature
- Demonstrates commitment to learning, review and improvement
- Has a focus on accuracy and attention to detail
- Supports others in the work team to achieve goals.