

# Position Description



<b>Position number:</b>	PN229	<b>Last reviewed:</b>	February 2025
<b>Designation:</b>	Policy and Governance Officer, Medical Schools Accreditation		
<b>Classification:</b>	Permanent, full-time	<b>Salary band:</b>	Band 4
<b>Business area:</b>	Accreditation		
<b>Reports to:</b>	Manager, Medical School Assessments		
<b>Key stakeholders:</b>	<b>Internal:</b> AMC Assessment teams and reviewers, related Accreditation Committees and AMC operational staff <b>External:</b> Primary medical education providers, MDANZ, AMSA, NZMSA, LIME, AIDA		

## 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"> <li>• Integrity</li> <li>• Cultural safety and cultural competence</li> </ul> | <ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Openness and accountability</li> </ul> | <ul style="list-style-type: none"> <li>• Striving for excellence</li> <li>• Innovation</li> </ul> |
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## 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.***

### Business Area Purpose

The AMC's primary role is to set standards for medical education and training, and assessment. It works in partnership nationally with the Medical Board of Australia, other national standards and professional bodies, the medical schools and specialist medical colleges, and prevocational training accreditation authorities. It partners internationally with other national standards, accreditation and testing authorities. The AMC also works closely with prevocational doctors and medical students, the state, territory and federal health departments, health policy makers, consumers and community members.

In the Accreditation Section there are four small teams with responsibility for the stages of medical education – primary medical programs (medical schools), prevocational and specialty training as well as a team responsible for undertaking accreditation assessments. This role sits within the medical schools team.

### Position Purpose

The Policy and Governance Officer, Medical Schools Accreditation undertakes operational policy development, providing high quality analysis and advice for the Medical Schools Accreditation Committee (MedSAC), ensuring the Committee has appropriate information to make decisions on accreditation and assessment activities in line with AMC standards and procedures. The role is responsible for the governance of monitoring accredited programs and providers arrangements, record keeping, research and analysis, preparing reports and undertaking projects. This role is key point of contact for enquiries about Medical School accreditation and monitoring to support understanding of procedures and how new programs or changes to programs are assessed by the AMC.

This role sits in the Accreditation team and reports into the Manager, Medical School Assessments and works alongside colleagues with similar roles in the section to contribute to ensuring medical schools in Australia and Aotearoa New Zealand meet accreditation standards.

This position requires attention to detail, capability to research and synthesise complex information, excellent written and verbal communication skills, and strengths in governance, event coordination, and stakeholder engagement. It is an interesting and varied role with the opportunity to develop skills and experience in policy making, standards compliance, operational and stakeholder management.

### Key result areas

Working with the Manager, Medical School Assessments and medical schools team:

#### 1. Policy and process development

- Provide high-quality professional policy support to MedSAC, producing accreditation policy and project papers and reports.
- Monitor sector trends, research and analyse developments in government health workforce and primary medical education settings and adapt information for different audiences e.g., colleagues, managers, committee/s groups and external stakeholders.
- Lead the governance and operational process for updating the [Guidance Matrix](#) for the [Standards for Assessment and Accreditation of Primary Medical Programs](#).
- Support the implementation of key business activities, such as handbook updates, procedural updates, working groups, reference groups and the project process in accordance with AMC procedures.
- Undertake research projects and/or supporting quality improvement processes. Periodic review of policy and process improvements of monitoring and accreditation activities.
- Contribute to other accreditation policy projects, and the development /design/management resources and work plans in line with project objectives and constraints to support accreditation activities as required

## **2. Monitoring and accreditation of medical education providers and programs**

- Plan and deliver annual monitoring program (including forward planning and monitoring visits) of accredited primary medical education providers according to AMC procedures, within agreed timeframes and budgets.
- Coordinate the review of material change proposals from receipt to committee decision.
- Responsibilities for the above activities include:
  - Acting as key contact for monitoring activity and material change proposals.
  - Identify and provide support to reviewers, providers, and other stakeholders.
  - Review, develop and deliver training and support resources as required.
  - Develop agenda items and communication to facilitate decision-making process through MedSAC and relevant AMC governance channels.
  - Edit and finalise AMC response/reports of accreditation extension and monitoring submissions, and material change proposals.
  - Ensure consistent evidence-based assessments aligned with AMC standards.
  - Develop thematic analysis and outcome summaries of annual monitoring and accreditation activities.
- Ensure accurate and up to date record keeping of accreditation status and history for each accredited provider and program, and of accreditation findings.
- Support systematic management of complaints about accredited providers and programs and processes. As required, manage complainant correspondence, prepare briefs and ensure accurate record keeping.

## **3. Engagement in governance processes and committees**

- Proactively contribute to the development and implementation of the MedSAC annual workplan
- Proactively plan, lead development of, and contribute to MedSAC agendas.
- Facilitate annual AMC induction/training activities of committee members, including developing training handbooks, resources and communication.
- Contribute to the annual reporting processes.

## **4. Program management and coordination**

- Audit accreditation and assessments workplans, using program management tool, to ensure regular information updates, identify any opportunities/obstacles and opportunities for improvement
- Ensure activities are conducted within project timeframes. keeping track of workplans and demonstrating a strong sense of responsibility and takes ownership for successful project delivery (time/ budget/ meeting AMC procedures requirements).

## **5. Stakeholder engagement**

- Establish effective working relationships with internal and external stakeholders, providing sound advice timely communication and representing the AMC professionally.
- Engage collaboratively with Aboriginal and/or Torres Strait Islander and Māori stakeholders (internal and external), committing to AMC values of cultural safety.

**Any other duties as directed.**

### **Key selection criteria**

#### *Professional qualities and behaviours*

- Commitment to AMC values, standards of professionalism and respectful communication.
- Accountable for the scope of own work program and supports the wider team.
- Recognises limits of knowledge and responsibilities and refers appropriately.
- Applies good judgement and emotional intelligence to engage with, understand and manage complex issues with sensitivity.
- Demonstrates commitment to improve work practice and shares good practice.
- Self-assess the quality of work to ensure it meets AMC standards.

#### *Experience*

- Minimum one year experience relevant to the key results areas (required).
- Program/project coordination and stakeholder engagement experience (desirable).
- Involvement in developing training workshops, conferences (desirable).

#### *Skills/Knowledge*

- Excellent written communication skills. Proficient abilities in analysis and synthesis to develop documents and resources
- Strong interpersonal and influencing skills to ensure effective and collegial stakeholder relationships and teamwork.
- Organised with well-developed time-management skills to ensure delivery of program objectives.
- Anticipates hurdles/risk in program or policy implementation to contribute to problem solving.
- Excellent attention to detail to ensure reliable and minimal errors in work product.
- Strong administrative abilities to ensure consistent record-keeping and clear documentation.
- Proficient computer and IT Literacy.

#### *Additional requirements*

- Flexibility for interstate travel and occasional extended hours (required).
- Knowledge of the Australian health care system and/or the regulation, and/or health profession education and training, and/or organisation of medical practice (desirable)