

Position Description

Position number:	PN233	Last reviewed:	March 2025
Designation:	Assessment Project Manager		
Classification:	Permanent, full-time/part-time (minimum of three days per week)	Salary band:	Band 4/5
Business area:	Operational Policy and Projects		
Reports to:	Head of Operational Policy and Projects		
Direct Reports:	N/A		
Key stakeholders:	Project Steering Groups, AMC Expert Advisory Groups/Reference Groups and AMC teams (Assessment/Indigenous Policy and Projects/Strategic Policy & Projects/ICT)		

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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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 Assessment Services area is responsible for supporting international medical graduates from their initial enquiry regarding eligibility and application processes, through examinations, to receipt of their AMC Certificate. The Assessment Services area is responsible for the development, coordination and conduct of Verification services, Multichoice Question Written Exam, Clinical Exam delivery and Workplace-based Assessment review.

Position purpose

To plan, develop and execute projects reviewing and improving the assessments that AMC delivers for international medical graduates.

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

Position responsibilities

This role is situated in a small team of project managers who work on key projects to support the delivery of the AMC's functions for accrediting medical education and assessing international medical graduates. The role holder will work with AMC's business teams and external stakeholders to shape, drive and implement projects that contribute to AMC's responsibility for assessing international medical graduates.

This position would suit individuals with strong experience in program and project management within an education context. The current focus of the role is the Assessment Program Redesign Project, which involves working with AMC policy and operational teams the Indigenous Policy and Projects team and the ICT Team, as well as expert advisory groups to review AMC's current assessment approach. The aim of the project is to consider how evaluation outcomes, emerging best practice in assessment methodology, and technology advances can shape AMC assessments so that AMC continues to maintain a licensure assessment pathway that is in line with evidence and good practice, valid and reliable, and authentic to medical practice in Australia, and consistent with the AMC's responsibilities under the Health Practitioner Regulation National Law.

The project has been established and is expected to run for 12-24 months. The role-holder may also develop or manage other projects within the Assessment Team portfolio.

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, culturally safe and consultative working relationships with AMC staff and stakeholders, and excellent communication skills to engage others in the AMC's purpose.

Position key results area (KRAs)

1. Project and Program Management

- a. Lead and manage complex projects and programs, 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. This includes working effectively with the Indigenous Policy and Programs team to contribute to AMC Indigenous strategy outcomes and ensure the work of the Aboriginal and/or Torres Strait Islander Project Advisory Group is supported and integrated into projects.
- b. Develop and maintain project management artifacts, including project plans, risk registers, issue logs, communication plans, and evaluation frameworks.
- c. Ensure that project governance structures are established.

- d. Oversee the procurement, contract negotiation, and vendor management of external consultants and service providers in line with AMC policies.
- e. Monitor project progress and adjust for changes in scope, risks, or stakeholder needs.
- f. Provide regular project updates to executive leadership and key stakeholders.

2. Stakeholder engagement and relationship management

- 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.

3. Manage risks, information and learning from projects

- Create and maintains 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.

4. Management of project stakeholder/expert groups and governance

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

- 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.

5. Contribute to AMC-wide project and program management practice

- Contribute to cross-organisation continuous improvement in project management, encouraging professional development and the adoption of best practices in project management.
- Support and mentor staff, ensuring they are effectively trained in project documentation, stakeholder communication, and procurement compliance.

Key selection criteria

Behaviours

- a) Is honest and open and demonstrates integrity with colleagues and stakeholders
- b) Is inclusive, respectful and supportive, contributing to a culturally safe environment for all staff
- c) Is accountable for own work and recognises limits of expertise
- d) Provides great customer service for internal and external stakeholders
- e) Demonstrates commitment to learning, and review and improvement of work practices and to sharing good work practice
- f) Supports others in the work team to achieve goals
- g) Supports and upholds the AMC's values - Openness and Accountability, Collaboration, Innovation, Striving for excellence, Integrity, and Cultural safety

Required skills and experience

- a) Minimum five years' experience managing complex projects and programs of related work, with demonstrated ability to scope, plan, execute, and evaluate projects/tasks.
- 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 regulatory environment.
- d) Experience leading or supporting cross-functional initiatives that enhance organisational processes, efficiency, and strategic alignment.
- e) Lead project management community of practice and knowledge sharing activities, demonstrating ability to contribute to a learning culture by mentoring teams, sharing best practices, and supporting continuous improvement in project management.
- f) Strong verbal and written communication skills, with experience in preparing high-quality reports, project documentation, and presentations for senior stakeholders.
- g) Proficiency in Microsoft Office, project management software (e.g., MS Project, Planner, SharePoint), online collaboration tools, and information management systems.
- h) Experience in medical or health professions education, assessment, or regulation environment.
- i) Certification in project management (PRINCE2, PMP, or PMBOK).
- j) Training and/or certification in Program Management

Additional information

The Assessment team works from the AMC's Canberra office. All AMC staff have access to the AMC's flexible work arrangements.