

Position Description

Position number:	PN235	Last reviewed:	April 2025
Designation:	Cultural Strategic Coordinator, Indigenous Policy and Programs		
Classification:	Permanent, full-time	AMC Salary band:	Band 4
Business area:	Indigenous Policy and Programs		
Reports to:	Director, Indigenous Policy and Programs		
Key stakeholders:	Senior Executive team; COO, Aboriginal and/or Torres Strait Islander and Māori Committee, AMC Teams and External Stakeholders		

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 Indigenous Policy and Programs (IPP) area is responsible for supporting the AMC executive in activities across the organisation, in line with the AMC's strategic goal of ensuring culturally safe practice to improve health outcomes and achieving the goals of our Aboriginal and/or Torres Strait Islander and Māori Strategy. Reporting to the Director. Indigenous Policy and Programs team, the role will require working closely with the Indigenous Policy and Programs team, the Aboriginal and Torres Strait Islander and Māori Committee, the AMC executive team and staff.

The AMC is committed to a working environment that is inclusive and culturally safe for all. The AMC works closely with many Aboriginal and/or Torres Strait Islander and Māori stakeholders. It is a requirement that staff must ensure and embrace a working environment that is always inclusive and culturally safe. All staff are required to participate in ongoing cultural safety training and gain greater understanding of our cultural safety values.

This employment opportunity is identified for Aboriginal and/or Torres Strait Islander Peoples. Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational qualification required to undertake this role under section 33B of the Discrimination Act 1991 (ACT).

Position responsibilities and key results areas (KRAs)

Supporting the Director of Indigenous Policy and Programs to:

- Work across all business areas of the AMC to implement the strategic plan by ensuring the operationalisation of the Aboriginal and/or Torres Strait Islander and Māori Strategy.
- Coordinate consultations with Aboriginal and/or Torres Strait Islander and Māori People, Community leaders, services, organisations, and consumers to ensure that the work of the AMC reflects a diverse range of Aboriginal and/or Torres Strait Islander and Māori voices, ideas and wisdom.
- Assist with major project deliverables across the work of the AMC.
- Support the coordination and implementation of the AMC's strategic goals.
- Assist in the development and implementation of activities across the organisation with an understanding of fairness, cultural safety and self-determination.
- Support projects and initiatives under the Strategic Plan and ensure progress is appropriately documented, tracked and reported.
- Assist to facilitate and produce internal communications and events to further the cultural safety ongoing learning of staff at the AMC.
- Assist the team to manage a central information space to produce a list of fortnightly emails to all staff on culture/Indigenous health etc.
- Support the IPP team to facilitate yarning circles internally and through other mechanisms of the AMC.
- Organise and facilitate face to face engagements and education sessions as required throughout the functions of the AMC.
- Support the inclusion of and maintenance of Culturally Safe Spaces as break out inclusions throughout workshops and significant meetings organised by the AMC.
- Other projects as decided with team.

Key selection criteria

Essential Experience and Skills

- Experience and knowledge of medical education systems across the development spectrum for Medical Doctors in Australia
- 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.
- Demonstrates courage and integrity to hold others accountable when poor behaviour is witnessed.
- 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 to achieve goals.
- Demonstrates commitment to learning, developing, and sharing good work practice.