

# Position Description



<b>Position number:</b>	PN220	<b>Last reviewed:</b>	May 2025
<b>Designation:</b>	Policy and Programs Officer, Accreditation Assessments		
<b>Classification:</b>	Permanent, full-time	<b>Salary band:</b>	Band 4
<b>Business area:</b>	Accreditation		
<b>Reports to:</b>	Head of Accreditation Assessments		
<b>Key stakeholders:</b>	Internal: AMC assessment teams, related Accreditation Committees and AMC operational staff. External: Accredited education providers		

## Organisational purpose

The AMC's purpose is to ensure that the medical profession's standards of education, training, and assessment 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.***

Position responsibilities
<p>This role collaborates with accreditation managers to plan and conduct assessments of medical education providers and programs accredited by the AMC, working closely with internal and external stakeholders. Supporting the Head of Accreditation Assessments, this role will maintain oversight of accreditation assessment work plans and programs to ensure capacity for assessments is well allocated.</p>
Key result areas
<p><b>1. Accreditation of medical education programs and providers</b></p> <p>Plan and deliver accreditation assessment activities according to AMC procedures within agreed timeframes and budgets. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Attending and acting as executive officer on assessment visits as agreed with the Head of Accreditation Assessments (about three visits annually)</li> <li>• Constituting and supporting assigned assessment teams over a six to twelve-month period.</li> <li>• Coordinating or contributing to assessor training activities, internal and external.</li> <li>• Preparing meeting agendas, communication documents and follow-up meeting actions.</li> <li>• Developing accreditation assessment visit schedules/meetings, engaging with the education provider.</li> <li>• Delivering consistent evidence-based assessment aligned to AMC standards.</li> <li>• Providing advice on the application of AMC standards, procedures and broad policy issues.</li> <li>• Contribute to the writing and editing of accreditation reports to stakeholders for committee decisions.</li> </ul> <p><b>2. Program management and coordination</b></p> <ul style="list-style-type: none"> <li>• Ensure accreditation activities are conducted within program timeframes, demonstrating a strong sense of ownership for successful delivery (time/budget/meet AMC procedure requirements)</li> <li>• Proactively plan the annual accreditation work plan, working with portfolio teams, identifying opportunities and barriers.</li> <li>• Audit accreditation work plans, using the work management tool and the AMC website, to ensure accurate, up-to-date accreditation records are maintained.</li> </ul> <p><b>3. Record keeping and data management</b></p> <ul style="list-style-type: none"> <li>• Maintain annual data on the cost of accreditation across the Team and contribute to annual budgets</li> <li>• Maintain up-to-date records of AMC assessors and contributors.</li> </ul> <p><b>4. Engagement in Policy and Process Development</b></p> <ul style="list-style-type: none"> <li>• Develop processes, letters, templates and/or data sources to support accreditation activities to ensure consistent processes across the Team</li> <li>• Lead or contribute to accreditation-wide policy projects or activities as needed, e.g., Standards and Procedures reviews.</li> <li>• Contribute to the annual update of accreditation procedures and handbooks.</li> <li>• Contribute to operational and/or policy agenda items for the relevant accreditation committees and to annual stakeholder reporting activities.</li> </ul> <p><b>5. Stakeholder engagement</b></p> <ul style="list-style-type: none"> <li>• Establish effective working relationships with internal and external stakeholders, providing high quality support, sound advice and professional representation of the AMC.</li> <li>• Engage collaboratively with Aboriginal and/or Torres Strait Islander and Māori stakeholders, committing to AMC values of cultural safety.</li> </ul> <p><b>Any other duties as directed.</b></p>
Key selection criteria

#### *Professional qualities and behaviours*

- Commitment to AMC values, standards of professionalism and respectful communication.
- Accountable for the scope of their 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 improving work practice and shares good practice.
- Self-assess the quality of work to ensure it meets AMC standards.

#### *Experience*

- Minimum one to two years of experience relevant to key result areas (required)
- Well-developed program management abilities with strong time management skills to ensure delivery of program objectives (required).
- Excellent writing skills with proficient abilities in analysis and synthesis of information (required).
- Broad experience in stakeholder management in health or education (desirable)

#### *Skills/Knowledge*

- Strong interpersonal and influencing skills to ensure effective and collegial stakeholder relationships.
- Anticipates hurdles/risks 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 IT Literacy. Use of a work or project management tool is desirable.

#### *Additional requirements*

- High flexibility for interstate travel and occasional extended hours (required).
- Knowledge of the Australian and/or Aotearoa New Zealand healthcare system and/or regulation, health profession education and training, and/or organisation of medical practice (required)