

Position Description

Position number:	PN230	Last reviewed:	February 2025
Designation:	Programs and Governance Officer (CPD homes, New Medical Specialties and Endorsement)		
Classification:	Permanent, full-time	Salary band:	Band 4
Business area:	Accreditation		
Reports to:	Manager, Accreditation Projects and Process Development		
Key stakeholders:	Internal: AMC Assessment teams, related Accreditation Committees and AMC operational staff External: CPD homes providers, education providers for specialist medical programs, endorsement program providers		

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 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 will be focused on the assessment of CPD homes, and two smaller work areas of cosmetic surgery programs of study and recognition of new medical specialties processes.

Position purpose

The purpose of this position is to contribute to the work of the accreditation section, specifically to:

- coordinate assessments of CPD homes, cosmetic surgery programs of study and applications for recognition of new medical specialties – *there will be approximately a total of 3-4 assessments per year.*
- provide high-quality secretariat support for the AMC committees involved in these processes - *meetings are arranged ad hoc throughout the year to fit in with the assessment program.*

This position requires attention to detail, capability to research and synthesise complex information, excellent written and verbal communication skills, and strengths in planning, meeting organisation 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

1. Assessment of CPD Home Providers, cosmetic surgery programs of study and applications for recognition of new medical specialties

Supported by the Manager, Accreditation Projects and Process Development, coordinate assessments according to the AMC processes and agreed annual workplan, including:

- Constituting and supporting assigned assessment teams over a six to twelve month period.
- Developing accreditation assessment visit schedules/meetings.
- Managing engagement with CPD Home providers, recognition applicants and cosmetic surgery program providers.
- Delivering consistent evidence-based assessment aligned to AMC standards.
- Providing advice on the application of AMC standards and criteria, procedures and broad policy issues.
- Preparing meeting agendas, communication documents and follow-up meeting actions.
- Contribute to writing and editing of accreditation reports to stakeholders for committee decision.
- Contribute to agenda items to support relevant committee decision and updates.

2. Committee administration

Provide high-quality professional support to the Recognition of Medical Specialties Sub Committee and Cosmetic Surgery Accreditation Advisory Committee to:

- Organise and support meetings
- Assist in the preparation of meeting agendas

- Write and maintain meeting records
- Follow up on meeting actions to ensure decisions are implemented
- Prepare correspondence on behalf of the Committee
- Maintain committee records in line with AMC practice, including coordinating recruitment as required.
- Coordinate induction and external training for committee members as necessary.
- Manage the Cosmetic Surgery Accreditation Advisory Committee's monitoring process, if required. This will include:
 - working closely with cosmetic surgery program providers, and other stakeholders before, during and after annual monitoring and committee decisions.
 - coordinating the review of monitoring submissions through the selection of, and support for reviewers.
 - maintaining oversight of the accreditation status and history for each accredited provider
 - Maintain the work plan for future reporting for each provider.

3. Management of governance processes

- Proactively plan and manage committee decisions and papers through AMC governance processes. This includes:
 - liaising with committee members, accredited organisations and other stakeholders to ensure timelines are met and editing reports to accurately report for committee review and decision.
 - developing excellent relationships with the AMC governance team and external stakeholders to support the smooth progression of committee business to AMC Directors and the Medical Board of Australia.
 - timely communication to internal and external stakeholders on the work program.

4. Stakeholder engagement

- Establish effective working relationships with internal and external stakeholders, providing high quality support, sound advice and professional representation of the AMC.
- Engage collaboratively with Aboriginal and/or Torres Strait Islander and Māori stakeholders (internal and external), committing to AMC values of cultural safety.

5. Policy and process development

- Support the implementation of key business activities such as handbook updates, procedural updates, and the annual reporting process.
- Develop/design accreditation process, data sources, or resources to support accreditation activities.
- Manage post-assessment evaluation process to identify process improvement opportunities.
- Initiate or contribute to accreditation policy projects i.e. Standards and Procedures reviews, etc.
- Identify continuous improvement opportunities and lead the implementation of agreed projects.
- Monitoring trends and analysis of developments in government health workforce and education policy.
- Undertaking research projects and/or supporting quality improvement processes.
- Initiate or contribute to the improvement of accreditation policy and process.

6. Program coordination and management

- 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).

7. 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 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 KRAs (required).
- Program/project coordination or customer facing roles (desirable).
- Committee support or governance roles (desirable).

Skills/Knowledge

- Strong interpersonal and influencing skills to ensure effective and collegial stakeholder relationships.
- 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.
- Proficient abilities in writing, analysis and synthesis to develop documents and resources.
- 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).