

Position Description

Position number:	PN234	Last reviewed:	April 2025
Designation:	Cultural Strategic Coordinator, People and Culture		
Classification:	Permanent, full-time	Salary band:	Band 4
Business area:	Indigenous Policy and Programs, People and Culture		
Reports to:	Director, Indigenous Policy and Programs, and Head of People and Culture		
Key stakeholders:	Internal: CEO, DCEO, Manager, People and Culture, Payroll and Accounts Payable Officer, Section Managers and Supervisors, Employees External: Recruitment agencies, Consultancy support; Service 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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Business area purpose

The People and Culture (P&C) team plays an integral part in the AMC's strategic goals. Business area functions include recruitment and selection, and supporting the employee lifecycle of all AMC staff, e.g., training and development, performance development, workplace relations and employment policy.

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 be embedded within People & Culture however will maintain dual reporting lines with P&C due to the nature of the work.

Position purpose

The purpose of this position is to coordinate internal and external recruitment processes by applying a Cultural Safety lens throughout. Development of strategies, processes, practices, and policy reviews that aim to achieve

outcomes to embed the AMC Aboriginal and/or Torres Strait Islander and Māori Strategy and other P&C administrative tasks, as required.

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 and gain greater understanding of our cultural safety values.

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. **Aboriginal and/or Torres Strait Islander Peoples are strongly encouraged to apply for this role.**

Position responsibilities and key results areas (KRAs)

- 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.
- Provide high quality advice and support on generalist P&C initiatives, with a primary focus on recruitment and the employee lifecycle.
- Attend recruitment panels to assess and determine Cultural Safety appropriate fit for the AMC as required.
- Proactively support continuous improvement in the work, P&C team, and wider AMC areas through being innovative, displaying critical thinking, and being responsive to the needs of internal and external stakeholders.
- Engage 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 AMCs 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 in facilitating and producing internal communications and events to further the cultural safety and ongoing learning of staff at the AMC.
- Assist the team to manage a central information space to manage Cultural Safety training for all staff and identified cohorts of the AMC
- 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.
- Passionate to learn about P&C functions, actively seek out opportunities to expand work related knowledge and improve personal and technical skill sets.

- Other projects as decided with the team.

Recruitment Coordination/Support

- Assist with the recruitment process from start to end, working alongside and supporting the People and Culture Coordinator and wider P&C team. Tasks include, but are not limited to:
 - Advertise internal and external job vacancies through various platforms (includes writing and editing ads).
 - Organise internal and external interviews, e.g., confirm the interview panel, book meeting rooms, call and email the shortlisted candidate(s), schedule interviews.
 - Prepare meeting rooms and coordinate interviews onsite with candidates (and/or via Zoom).
 - Conduct employment suitability reference checks.
 - Negotiate terms and conditions of employment, manage verbal and formal letter of offer process.
- Implement sourcing initiatives, qualify candidates to build and manage an AMC talent pool using various recruitment channels (i.e., via LinkedIn, Employment Hero, SEEK), and advise on best-practice recruitment strategies.
- Facilitate a positive and engaged employee experience throughout the entire employment cycle.

Recruitment Strategy

- Codesign and coordinate proactive AMC recruitment strategies and processes.
- Work with hiring managers to understand workforce needs, provide expert recruitment advice, and support best-practice hiring decisions.

Policy and Process Improvement

- Codesign, develop and implement organisational policies, procedures and processes in collaboration with the P&C team, the IPP team and wider areas.

Project and Administrative Coordination

- Coordinate within the P&C team and IPP team and across all administrative areas and project work (includes but is not limited to data entry, reporting, presentations, minute taking, and other ad-hoc duties as required).

Key selection criteria

Experience/knowledge

- Strong embodiment and adherence to the AMC's values at all times.
- Experience in a similar HR/P&C role, with a focus in recruitment, policy and/or project spaces, coupled with a strong passion to learn and expand on current understanding.
- 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.
- Strong adherence and ability to maintain confidentiality at all times, ensuring that personal details are recorded and stored as appropriate and in line with data protection laws/guidelines.
- Ability to work autonomously with limited direction.
- Ability to build and maintain effective working relationships with all staff levels.
- Excellent attention to detail.
- Ability to work effectively in a small team environment and towards organisation goals.
- Ability to prioritise and organise workload, working to tight deadlines.

- Clear, concise, and logical verbal and written communication skills.
- Advanced computer skills, including experience with Microsoft Office (particularly Outlook, Word, Excel and PowerPoint), and the ability to acquire skills and knowledge with various HRIS databases and software platforms, e.g., Employment Hero, Alfresco Docs, Canva.

Additional requirements/qualifications

- Previous internal and/or external recruitment background.
- Relevant certification and/or tertiary qualification in Human Resources or similar.
- Understanding/knowledge of the full employee lifecycle.

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.