

# Position Description

<b>Position number:</b>	PN114	<b>Last reviewed:</b>	Nov 2025
<b>Designation:</b>	Executive Officer		
<b>Classification:</b>	Full-time Permanent	<b>Salary band:</b>	Band 4
<b>Business area:</b>	Director Services (Governance)		
<b>Reports to:</b>	Company Secretary		
<b>Key stakeholders:</b>	Company Secretary, President, AMC Board, Board Committees, Governance team, Committee Secretariats, Executive team		

## 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"> <li>Integrity</li> <li>Cultural safety</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.***

### Business area purpose

The Governance team supports the AMC's Board, Board Committees, and Members by coordinating governance processes and ensuring compliance with legislative and regulatory requirements. The team manages corporate governance activities, meeting administration, and policy frameworks to enable informed decision-making and uphold the AMC's standards of accountability and integrity.

### Position purpose

The Executive Officer operates under broad direction to support and advise the Company Secretary in delivering the AMC's corporate governance, compliance, and accountability functions. The role manages complex governance projects, coordinates the business of the Board and Committees, and ensures that AMC governance processes are effective, compliant and continuously improved. The Executive Officer exercises independent judgement, provides high-level advice, and contributes to the integrity and efficiency of the AMC's decision-making structures.

### Position responsibilities

#### • Secretariat

- Oversee the planning and delivery of meetings and activities of the AMC Board, Board Committees, and Members.
- Apply strategic and operational advice to ensure meetings are conducted in a culturally safe manner, in collaboration with the Indigenous Policy and Programs Team.
- Prepare meeting agendas, papers, and out-of-session decisions.
- Prepare accurate and timely minutes of meetings.
- Oversee decision registers and monitor and report on action items.
- Prepare the governance budget and monitor expenditure.

#### 2. Compliance

- Lead the development and implementation of the annual governance workplan and monitor compliance milestones.
- Contribute to the development and review of governance policies and frameworks.
- Synthesise complex information on governance and compliance issues in reporting on governance, compliance, and risk management activities.
- Arrange Board and Committee performance reviews and professional development programs.
- Prepare the Directors' Report for the Annual Financial Statements.
- Maintain records and registers, ensuring compliance with internal and external reporting requirements.

#### 3. Membership

- Work in partnership with the Member Appointments Coordinator in the coordination of Director and Committee appointments.
- Maintain accurate Registers of Directors and Members.

#### 4. Other Responsibilities

- Coordinate the President's representation and participation in external forums and events.
- Represent the Governance team in internal working groups.
- Draft correspondence, reports, internal communications, and other documentation as requested.
- Provide general governance and administrative support to the Company Secretary.
- Foster a respectful, collaborative, and inclusive culture.
- Mentor and support governance and other staff in meeting procedures and documentation standards.
- Contribute to the continuous improvement of the Governance team.

#### Key selection criteria

##### Experience and Knowledge

- Demonstrated experience in administrative coordination, stakeholder engagement, and/or providing governance or committee support.
- Proven ability to coordinate meetings and events, including preparing agendas, briefing materials, minutes and tracking actions.
- Sound knowledge of administrative procedures and office protocols, including confidentiality, document control, and records management.
- Strong understanding of corporate governance, policy, financial governance and reporting principles and practices.
- Experience supporting high-level committees and working with senior executives to manage the business of an organisation.
- Demonstrated ability to exercise independent judgement and provide governance or compliance advice that influences organisational outcomes.
- Experience planning and managing projects, with the capacity to meet deadlines and manage competing priorities.
- Demonstrated experience working in small professional teams, contributing to shared goals, respecting diversity, and supporting others.
- Proficiency in Microsoft 365, including SharePoint and Teams, and confidence using online meeting platforms, document management tools, and task management systems (e.g. Monday.com).

##### Skills

- Excellent written and verbal communication skills, with the ability to convey complex information clearly and appropriately for different audiences.
- Ability to interpret and apply policy frameworks and legislative obligations to governance practice.
- Strong problem-solving and analytical skills, with the capacity to identify process improvements and implement change.
- High level of accuracy, attention to detail and commitment to quality outcomes.
- Strong organisational and time management skills, with the ability to manage multiple tasks and deliver to deadlines.

- Proven capacity to develop and sustain productive relationships with senior leaders, committees, and external stakeholders.
- Sound judgement and initiative in managing confidential or sensitive matters.

**Desirable Attributes**

- Familiarity with governance frameworks for not-for-profit and charitable organisations.
- Curiosity and openness to innovation, including the willingness to explore and apply artificial intelligence (AI) tools to enhance governance, administrative, and workflow efficiency.
- Knowledge of the Australian healthcare system, medical education and health practitioner regulation.