

# Position Description

<b>Position number:</b>	PN016	<b>Last reviewed:</b>	October 2025
<b>Designation:</b>	Program Coordinator, Specialist Education Accreditation		
<b>Classification:</b>	1-year contract (Maternity cover with possibility for permanent role)	<b>Salary band:</b>	Band 3
<b>Business area:</b>	Accreditation		
<b>Reports to:</b>	Manager, Specialist Education Accreditation		
<b>Key stakeholders:</b>	<p>Internal: Specialist Education Accreditation Committee, Progress Monitoring Sub-Committee, Standards Review Working Group, Indigenous Policy and Programs and AMC operational teams</p> <p>External: Specialist medical education providers, MBA, MCNZ, AMA-CDT</p>		

## 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.

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### Business area purpose

The AMC sets standards for medical education, training, and assessment. It partners nationally with the Medical Board of Australia and other national standards and professional bodies, and internationally with other national standards, accreditation, and testing authorities. The AMC collaborates with prevocational doctors, medical students, and health departments at the state, territory, and federal levels, as well as health policy makers, consumers, and community members.

In the Accreditation Section, there are five small teams responsible for the stages of medical education: primary medical programs (medical schools), prevocational training, specialist medical education training, post-specialty training, and a team dedicated to managing accreditation assessments. This role falls within the specialist education accreditation team.

### Position purpose

The Program Coordinator, Specialist Education Accreditation, undertakes high quality administration and support for the governance and monitoring programs of the Specialist Education Accreditation portfolio. The role is responsible for providing professional support to the Specialist Education Accreditation Committee and the Progress Monitoring Sub Committee. The role reports to the Manager, Specialist Education Accreditation working alongside colleagues with similar roles in the section to ensure specialist medical education in Australia and Aotearoa New Zealand meet accreditation standards.

This position requires experience in administrative roles, excellent program coordination skills, attention to detail, writing and editing skills, and strong interpersonal skills. It is an interesting and varied role with opportunities to develop experience and skills in policy application and development, standards compliance, operational, and stakeholder management.

### Position key results area (KRAs)

Working with the Manager, Specialist Education Accreditation, the specialist education team and relevant operational teams:

#### 1. Coordinate the work program of the Progress Monitoring Subcommittee (PMSC)

- Act as key contact for members of the PMSC on meeting and administrative requirements.
- Forward plan annual meeting, and monitoring review workplan:
  - Coordinating in-person and virtual meetings, managing attendance and logistical arrangements:
  - Scheduling calendar meetings, organising travel arrangements, and invoicing.
  - Coordinating recruitment, induction and training for members.
- Develop high-quality drafts of meeting agendas, standard letters, and reports with responsibility to:
  - Forward plan and draft agenda item, ensuring alignment of discussion items for the Specialist Education Accreditation Committee (SEAC) meeting.
  - Ensure an accurate record of recommendations, report amendments, and follow-up actions are assigned and completed.
  - Ensuring timely circulation of meeting agenda, submission reviews, and outcomes to relevant external and internal stakeholders.

## **2. Support monitoring of approved medical education providers and programs**

- Engage with the education providers, reviewers, and other stakeholders about their submissions, reviews, and post-SEAC responses as required.
- Ensure allocation of reviewers for the monitoring and accreditation extension submissions.
- Proofread and edit monitoring and accreditation extension submission reviews to ensure accurate reporting for PMSC and SEAC review and post-SEAC outcomes.
- Timely preparation and dissemination of annual templates for providers and reviewers.
- Contribute to the continuous improvement of annual monitoring and accreditation extension report templates for providers, reviewers and findings.
- Ensure monitoring and extension reports, records and workplans are documented and kept up to date.

## **3. Contribute to the work of the Specialist Education Accreditation program**

- Support the meetings, work program and administration of SEAC, including the implementation of:
  - The revised *Standards for the Accreditation and Assessment of Specialist Medical Programs by the Australian Medical Council*.
  - The model standards and procedures for accreditation of specialist medical colleges and training settings.
- Ensure the AMC policy and process are followed, working closely with AMC operational teams.

## **4. Stakeholder engagement and governance**

- Establish effective working relationships with internal and external stakeholders, providing sound advice, timely communication, and professionally representing 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. Administrative Duties**

- Use a work management platform (Monday.com) to document processes and timelines, ensuring tasks are completed in a timely fashion and progress is visible to the section.
- Ensure that the accreditation status, history and approved accreditation reports for each accredited provider and program are updated on relevant sites (e.g., Monday.com and the AMC Website) after the Committee decision.
- Facilitate the specialist education accreditation shared inbox to ensure timely response, including general responses to stakeholders and/or directing them to the appropriate manager or officer.
- Regular audit of agenda papers, standard documents, letters and templates for continuous quality improvement, and are formatted to AMC style and format guides.
- Ensure the maintenance of administrative records and information systems, including stakeholder lists, contact information, and document management systems.

### **Key selection criteria**

*To excel in this position, the role holder must be proficient in digital literacy and capable, have outstanding attention to detail, and be able to provide excellent customer service.*

*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 in knowledge and responsibilities and refers appropriately.
- Applies good judgment and emotional intelligence, including the ability to deal with sensitive issues in an impartial manner.
- Demonstrates commitment to improving work practice and shares good practice.
- Self-assesses the quality of work to ensure it meets AMC standards.

*Required experience*

- Proven ability to deliver tasks and objectives on time and effectively.
- Strong organisational and administrative abilities to ensure consistent record-keeping
- Proficient in writing and editing documents and correspondence to a high standard.
- Proficient in computer and IT literacy.

*Desirable skills/knowledge*

- Experience in managing diaries, papers and correspondence.
- Excellent attention to detail to ensure reliable and minimal errors in work product.
- Working in a culturally safe way with Aboriginal and or Torres Strait Islander and Māori stakeholders
- Strong interpersonal and influencing skills to ensure effective and collegial working relationships with internal and external stakeholders
- Anticipates hurdles/risks in program and policy implementation to contribute to problem-solving

*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)