

# Position Description

Position number:	PN045	Last reviewed:	August 2025
Designation:	Manager, Specialist Education Accreditation		
Classification:	Permanent, full-time	Salary band:	Band 5
Business area:	Accreditation		
Reports to:	Head of Accreditation Assessments		
Key stakeholders:	<p><b>Internal:</b> Specialist Education Accreditation Committee, Progress Monitoring Sub-Committee, AMC Assessment teams and reviewers, Indigenous Policy and Programs and AMC operational teams.</p> <p><b>External:</b> Specialist medical education providers, MBA, MCNZ, CPMC, AMA-CDT, AIDA, health jurisdictions.</p>		

## 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</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>The Manager, Specialist Education Accreditation, manages a portfolio related to the accreditation and monitoring of specialist medical education providers and their programs. This role works with other accreditation portfolio managers and teams to ensure:</p> <ul style="list-style-type: none"> <li>Appropriate application of AMC policies and procedures, and contributes to their continuous review and development.</li> <li>AMC standards are upheld by providers seeking or holding accreditation with the AMC.</li> </ul>
<p>The role provides high-quality analysis and advice to the Specialist Education Accreditation Committee, the Progress Monitoring Subcommittee, AMC governance bodies, assessors, and reviewers. It works closely with operational teams to achieve program and project outcomes, ensures integration into core business processes, and promotes continuous quality improvement.</p> <p>The role has people/line management responsibilities for one to three staff members, and indirect management of other staff members as required.</p>
Key result areas
<p><b>1. Engagement in AMC Standards, Policy, and Procedures</b></p> <ul style="list-style-type: none"> <li>Key stakeholder contact (internal and external) on issues related to specialist medical education accreditation and monitoring.</li> <li>Lead or actively contribute to accreditation-wide projects or activities. Current key projects are: <ul style="list-style-type: none"> <li>Implementation of revised <i>Standards for the Accreditation and Assessment of Specialist Medical Programs by the Australian Medical Council</i>.</li> <li>Implementation of model standards and procedures for accreditation of specialist medical colleges and training settings.</li> </ul> </li> <li>Provide reliable guidance on the application of AMC standards, policy and procedures, identifying and escalating risk with relevant policy/procedural concerns.</li> <li>Ensuring the assessment and monitoring are evidence-based, verifying information collected against AMC standards to ensure consistency and compliance across education providers.</li> <li>Monitor sector trends, research and analyse developments in specialist medical education, government and health workforce.</li> <li>Responsible for and collaborating to continuous quality improvement of AMC policies, procedures and processes, and implementation of key business activities.</li> <li>Manage non-standard processes and complex communication with providers, stakeholders, and members of the public.</li> </ul> <p><b>2. Program management and delivery</b></p> <ul style="list-style-type: none"> <li>Oversee the delivery of the annual assessment and monitoring work plan for medical education programs, aligning with strategic goals, identifying, mitigating, and escalating risks that may impact program delivery.</li> <li>Manage interdependencies between accreditation portfolios and operational teams.</li> <li>Ensure accreditation and monitoring activities are conducted within program timeframes, with a strong sense of ownership for successful delivery (time/budget/meets procedural requirements).</li> <li>Ensure accurate record-keeping of accreditation status, history, and data for accredited programs.</li> <li>Develop and oversee the annual budget for accrediting and monitoring medical education programs.</li> </ul>

### **3. Engagement in Committees and Governance Process**

- Oversee the delivery of the annual work programme and the membership of the Specialist Education Accreditation Committee and Progress Monitoring Subcommittee.
- Contribute to and finalise meeting agendas, ensuring accurate reporting and follow-up actions are completed.
- Contribute to regular reports to AMC Committees, Directors, Council, and external stakeholders.

### **4. Engagement in Education Provider Accreditation and Monitoring Activities**

- Serve as the lead AMC representative for accreditation and monitoring activities for specialist education providers and programs, as agreed with the Head of Accreditation Assessments. Responsibilities include:
  - Acting as the executive officer for accreditation/monitoring visits.
  - Writing, editing and overseeing expert reviews of visit or monitoring reports.
  - Implementing training for expert assessment teams and education providers.
- Contribute to the management of complaints about accredited education providers.

### **5. People Management and Leadership**

- Lead and motivate the team to meet objectives, foster a positive work environment, and effectively manage team workload and resources.
- Monitor team wellbeing and promote a culture aligned with AMC values.
- Support growth, resolve conflicts, and address performance issues.
- Conduct efficient recruitment, onboarding, and performance reviews

### **6. Stakeholder engagement**

- Establish effective working relationships with internal and external stakeholders, providing high-quality support, sound advice, and professional representation of the AMC.
- Representing the AMC at key stakeholder engagements and conferences.
- Collaborate with Aboriginal and/or Torres Strait Islander and Māori stakeholders and the AMC's Indigenous Policy and Programs team, committing to AMC values of cultural safety.
- Answer complex questions from stakeholders about policy issues, including cultural safety questions, with a commitment to personal development in this area.

**Any other duties as directed.**

Key selection criteria
<p><i>Professional qualities and behaviours</i></p> <ul style="list-style-type: none"> <li>• Commitment to AMC values, standards of professionalism and respectful communication.</li> <li>• Accountable for the scope of their own work program and supports the wider team.</li> <li>• Recognises limits of knowledge and responsibilities and refers appropriately.</li> <li>• Applies good judgement and emotional intelligence to engage with, understand and manage complex issues with sensitivity.</li> <li>• Demonstrates commitment to improving work practice and shares good practice.</li> <li>• Self-assess the quality of work to ensure it meets AMC standards.</li> </ul>
<p><i>Experience</i></p> <ul style="list-style-type: none"> <li>• Minimum one to two years of experience relevant to key result areas (required)</li> <li>• Demonstrated people management experience and managing a broad work portfolio (required)</li> <li>• Proficient program management, time management skills and strong attention to detail (required).</li> <li>• Proficient writing skills and abilities in analysis and synthesis of information (required).</li> <li>• Roles in accreditation, committee, policy or regulation (desirable)</li> <li>• Broad experience in stakeholder management in health or education (desirable)</li> </ul>
<p><i>Skills/Knowledge</i></p> <ul style="list-style-type: none"> <li>• Strong interpersonal and influencing skills to ensure effective and collegial stakeholder relationships.</li> <li>• Anticipates hurdles/risks in program or policy implementation to contribute to problem-solving.</li> <li>• Excellent attention to detail to ensure reliable and minimal errors in work product.</li> <li>• Strong administrative abilities to ensure consistent record-keeping and clear documentation.</li> <li>• Proficient IT Literacy. Use of a work or project management tool is desirable.</li> </ul>
<p><i>Additional requirements</i></p> <ul style="list-style-type: none"> <li>• High flexibility for interstate travel and occasional extended hours (required).</li> <li>• Knowledge of the Australian and/or Aotearoa New Zealand healthcare system, workforce, and/or regulation, health profession education and training, and/or organisation of medical practice (highly desirable)</li> </ul>