

Position Description



Position number:	PN204	Last reviewed:	Jan 2026
Designation:	Medical educator		
Classification:	Contract 18 months	Salary band:	Band 5
Business area:	Strategic Policy and Research		
Reports to:	Executive Director, Strategic Policy and Research		
Key stakeholders:	AMC Assessment Program Redesign Project, AMC senior managers, Strategic Policy and Research section, Medical Board of Australia, specialist medical colleges.		

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 Strategic Policy and Research Section delivers projects to enable the AMC's vision of excellence in health care through a highly trained medical workforce. The team includes quantitative and qualitative researchers, medical educators, strategists, data scientists, project managers, administrators and communications specialists. Staff work across the organisation and with external partners on research, strategic projects, policy, stakeholder engagement and publications to support continuous improvement in the AMC's functioning as an independent national standards and assessment body for medical education and training and the accreditation authority for medicine working in the National Registration and Accreditation Scheme.

Position purpose

The Medical Educator will contribute to Strategic Policy and Research team projects linked to the AMC Strategic Plan as well as two major AMC projects related to the review of assessments of international medical graduates. These projects are the AMC Assessment Redesign Project, which concerns the review of the AMC's national examination for international medical graduates, with a focus on the clinical examination; and the AMC support of the Medical Board of Australia's review of the specialist international medical graduate assessment pathways.

AMC commitment to cultural safety, diversity, and inclusion in the workplace

The AMC aims for a diverse workforce that reflects 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 and key results areas

The Medical Educator will:

- 1 Contribute to the support of the AMC assessment redesign project, working on research, design and implementation questions, papers and models and assisting AMC staff and committees to realise the plans for assessment redesign. (Key results area)

This may include contributing to

- Literature reviews
- Data analysis, research and modelling
- Review and drafting of policy
- Reporting findings and recommendations
- Internal and external stakeholder briefings and communications
- Work on systems requirements, assessment resources and training
- Aligning recommendations and project aspirations related to Cultural Safety across the assessment redesign framework.

- 2 Contribute to the AMC's advice and recommendations to the Medical Board of Australia on the assessment of specialist international medical qualifications. (Key results area)

This may include contributing to

- Literature reviews
- Data analysis, research and modelling
- Assessment frameworks, criteria and advice on best practice
- Guidance documents
- Collegial and collaborative work with specialist medical colleges
- Internal and external stakeholder briefings and communications.

- 3 Contribute to research linked to AMC strategic priorities (Key results area)

- Contribute to the design and delivery of AMC education and assessment research projects

- Contribute to reports, with clear, actionable findings linked to the AMC’s vision and purpose
 - Contribute to building staff capability in medical education and research.
- 4 Engage with stakeholders and committees to foster collaboration and learning (Key results area)
- Build respectful business relationships across the AMC to support successful project delivery
 - Assist AMC expert advisory groups and committees to contribute meaningfully to AMC work through high quality papers and advice
 - Contribute to stakeholder events, focus groups, workshops
 - Support the building of strong and mutually beneficial relationships and partnerships with Aboriginal, Torres Strait Islander and Māori partners and stakeholders.
- 5 Support the management of on time and on budget delivery of projects (Key results area)
- Collaborate with others to meet outcomes, manage deadlines and organise work
 - Manage or contribute to team meetings, project reporting, data and information management.
- 6 Write, report, and communicate clearly and with impact (Key results area)
- Working with others, communicate the AMC’s work through authoritative, accessible, and engaging documents and reports for a variety of audiences and media.

Selection criteria

Professional qualities and behaviours

- represent the AMC in line with organisational values
- is committed to collaboration, consultation and inclusion, including in codesign of outcomes and projects
- supports other team members to achieve outcomes and overcome challenges
- demonstrates commitment to learning, and is open to others’ input and review
- is flexible and adaptable: able to adapt to changed priorities and to support change management.

Knowledge and experience

- at least a Masters level qualification in a related field (e.g. health professions education, assessment, statistics) and at least 3 years’ experience in medical education and/or assessment
- knowledge of international medical graduate assessment pathways, including the assessment of specialists trained overseas (experience of implementing or contributing to these processes is desirable)
- experience in leading or being a key contributor to education and/or assessment program review and/or developing or testing assessment tools
- demonstrated experience in working in a joint academic and professional staff team or its equivalent
- an understanding of or experience with the development of assessment of cultural safety (desirable).

Skills and abilities

- ability to contribute to structured research, think analytically and critically, synthesise complex information and translate ambiguity into structured models and documents
- demonstrated ability to communicate respectfully, effectively and succinctly

- ability to write succinct, clear reports, presentations and other messages for a variety of audiences taking into account stakeholder feedback
- interpersonal and collaboration skills to support trust, confidence and good working relationships
- strong organisational skills, including managing confidentiality, time and competing priorities and resources, progress tracking and reporting, and information management.

Other

The AMC's national office is in Canberra, and the person will be required to travel to the Canberra office for business meeting and staff events. Hybrid and remote working options are possible subject to being able to meet business requirements, including engagement with other AMC teams and expert groups and committees.