

Position Description



Position number:	PN004	Last reviewed:	Jan 2026
Designation:	Researcher and evaluation adviser		
Classification:	Permanent	Salary band:	4 (mid point+) to 5
Business area:	Strategic Policy and Research		
Reports to:	Senior Educationalist		
Key stakeholders:	AMC Executive section, senior managers, Strategic Policy and Research section, Project Advisory Groups		

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 designs and implements projects to deliver on 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 and 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 Researcher and Evaluation Adviser contributes to the design and delivery of research, evaluation and policy activities in an applied context, both leading projects and contributing to projects led by other team members. The position has a particular focus on supporting capability building in the development of monitoring and evaluation plans, and evaluation of projects and programs, including impact evaluation.

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 Researcher and Evaluation Adviser will:

- 1 Lead and contribute to research and evaluation linked to AMC priorities (Key results area)
 - Lead and contribute to research & evaluation activities from design to reporting, including desktop research, literature reviews, comparative analysis, survey design
 - Apply qualitative and quantitative methods, including data collection, analysis, and interpretation
 - Lead and contribute to the development of monitoring and evaluation plans
 - Advise on program design, performance measures, risks and evaluation requirements
 - Convey research and evaluation findings in a clear and actionable way
 - Build staff capability in program logic, evaluation design and reporting actionable outcomes
 - Contribute to review of AMC strategic plans and to analysis of opportunities for improvement and growth.
- 2 Engage stakeholders and committees to foster collaboration and learning (Key results area)
 - Build business relationships across the AMC
 - Contribute to activities such as stakeholder events, focus groups, workshops
 - Communicate the AMC's work in accessible and engaging documents and presentations for a variety of audiences and media
 - Assist AMC expert advisory groups and committees to make meaningful contributions to AMC work by providing high quality support, papers and advice and taking action on their advice.
- 3 Support the management of on time and on budget delivery of projects (Key results area)
 - Work collaboratively to define outcomes and tasks to meet agreed outcomes to guide others as required, and to lead by example
 - Work with others to develop and maintain project documents
 - Work with others to monitor project progress, milestones, risks and dependencies and mitigate and escalate risks as required.
- 4 Report, write, and communicate objectively and with impact (Key results area)

- Apply AMC writing practices to ensure clarity, accuracy, and alignment to requirements
- Write research, evaluation and project documents such as briefs, business cases, project and project reports, research grant applications, and reports and recommendations
- Prepare presentations on work in progress and outcomes for diverse audiences and platforms.

5 Contribute to management and administration (Key results area)

- Research and project operations: contribute to and oversee ethics applications, data management and information management, and manage or contribute to team meetings
- Work with others to apply AMC procurement, contracting and other business policies
- Use AMC systems and processes to manage work and contribute to their improvement.

Selection criteria

Professional qualities and behaviours

- is committed to collaboration, inclusion and supporting others to achieve outcomes
- takes responsibility for quality of work and is open to others' input and review
- recognises limits of knowledge and responsibilities and refers appropriately
- demonstrates commitment to learning, review and improvement
- flexible and adaptable: able to adapt to changed priorities and to support change management
- has a focus on accuracy and attention to detail.

Knowledge and experience

- experience in developing and leading evaluation and/or research projects and teams
 - experience in survey design, and running focus groups
 - experience in health related or social services or education work contexts (desirable)
- coaching or training others on how to undertake specific tasks to achieve desired outcomes
- a masters degree in health, public health, social science or social research with a research project component (or equivalent experience)
- knowledge of the Australian health care system and/or health practitioner regulation and/or medical education and training (desirable)

Skills and abilities

- strong ability to undertake structured research and evaluation, think analytically and critically, synthesise complex information and translate into structured models and documents
- quantitative and statistical analytical skills
- ability to manage data, spread sheets, and IT packages, and to learn new systems
- demonstrated ability to communicate clearly, effectively and succinctly
- ability to prepare reports, presentations and other messages for a variety of audiences
- interpersonal and collaboration skills to support trust, confidence and good working relationships
- strong organisational skills, including time management, managing competing priorities and resources, progress tracking and reporting and information management.

Other

The AMC's national office is in Canberra, and the majority of the Strategic Policy and Research team work from the Canberra office. Hybrid and remote working options are possible subject to being able to meet business requirements, including regular engagement with other teams and working in AMC systems. All staff are required to travel to the Canberra office for business meeting and staff events.