

# Position Description



<b>Position number:</b>	PN231	<b>Last reviewed:</b>	February 2026
<b>Designation:</b>	Policy and Programs Officer, Medical School Accreditation		
<b>Classification:</b>	Two-year fixed-term contract, full-time	<b>Salary band:</b>	Band 4
<b>Business area:</b>	Accreditation		
<b>Reports to:</b>	Manager, Medical School Accreditation		
<b>Key stakeholders:</b>	<p>Internal: AMC Assessment teams and reviewers, related Accreditation Committees and AMC operational staff</p> <p>External: Primary medical education providers, MDANZ, AMSA, NZMSA, LIME, AIDA</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 and cultural competence</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 to build a diverse workforce that reflects the Australian community it serves. 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 AMC's main role is to establish standards for medical education, training, and assessment. It collaborates nationwide with the Medical Board of Australia, other national standards, professional bodies, medical schools, specialist medical colleges, and prevocational training accreditation authorities. Internationally, it partners with other national standards, accreditation, and testing agencies. The AMC also works closely with prevocational doctors, medical students, state, territory, and federal health departments, health policymakers, consumers, and community members.

In the Accreditation Directorate, four portfolio teams oversee different stages of medical education—undergraduate, prevocational, specialist training, and one team is responsible for managing accreditation assessments. **This role is part of the Medical School team's portfolio.**

## Position purpose

The Policy and Programs Officer, Medical Schools Accreditation:

- Leads and delivers an agreed number of assessment visits within Primary Medical Education, to ensure that medical schools in Australia and Aotearoa New Zealand continue to meet accreditation standards.
- Leads and delivers an agreed number of training workshops, related to the delivery of assessment visits and supporting primary medical education providers (universities).
- Supporting education providers to meet the Primary Medical Program Accreditation Standards.
- Actively seeks guidance from the AMC's Indigenous Policy and Programs team prior to commencing new projects or stakeholder engagement to ensure timeline and appropriate collaboration.
- Ensure the Cultural Safety Protocol is upheld in internal and external stakeholder engagement meetings.

The incumbent will handle complex tasks with a reasonable degree of independence, and at this level, the individual will:

- Have well-developed professional skills complemented by advanced education.
- Determine the best actions using guidelines and instructions and possibly supervise or coordinate others to meet goals.
- Develop and sustain a high level of engagement with internal and external stakeholders and are responsible for completing multiple assigned tasks to achieve an activity outcome.
- Make decisions that will have a moderate impact on the activity/function.
- Understands how different functions/business units interact and impact each other.
- Recognises limits of knowledge and responsibilities and refers to a manager/supervisor for guidance.

## Position Responsibilities

The Policy and Programs Officer, Medical Schools Accreditation will:

- Work closely with the Manager, Medical School Accreditation; Program Coordinators; and the Indigenous Policy and Programs team to develop assessment programs and organise workshops.
- Engage with colleagues across the Accreditation Directorate, including the Head of Accreditation Assessments, on matters of mutual interest.
- Support small expert assessment teams (medical practitioners, academics, Aboriginal and/or Torres Strait Islander and Māori experts, students and community representatives) to assess medical schools and programs.
- Deliver high-quality written reports in line with AMC procedures and policies.
- Coordinate and participate in assessment activities and meetings, culminating in a one-week on-site visit to medical schools to meet stakeholders and observe facilities to support triangulation of information for accreditation reports.
- Develop assessor training workshops and contribute to process and policy improvements.
- Support the work of the Medical Schools Accreditation Committee (MedSAC), including maintaining oversight of annual medical school accreditation assessment workplans.
- Act as a key point of contact for stakeholder enquiries.

This position requires:

- Attention to detail and the ability to synthesise complex information.
- Excellent written and verbal communication skills.
- Strengths in governance, event coordination and stakeholder engagement.

The role offers an interesting and varied workload, with opportunities to build experience in program management, standards compliance, and operational and stakeholder management.

## Key result areas

### 1. Accreditation of medical education providers and programs

- Plan and deliver accreditation assessment activities in line with AMC standards and procedures, within agreed timeframes and budgets.
- Attend assessment visits and act as executive officer, as agreed with the Manager (about two to three visits annually).
- Constitute and support assigned assessment teams over a six to twelve month period, including coordination of meetings, agendas, communications and follow-up actions.
- Provide advice on the application of AMC standards, procedures and broad policy issues, ensuring evidence-based assessment and consistent documentation.
- Draft, edit, and coordinate accreditation reports and papers for committee decision-making.
- Contribute to annual and forward planning of accreditation workplans (reaccreditations, new provider and program assessments, and material change assessments), and maintain accurate records of accreditation status, history and findings.

### 2. Training, policy and process development

- Plan and deliver assessor training and provider workshops (including program planning, logistics, and development of workshop handbooks, resources and communications).
- Coordinate external training for assessors as required.
- Contribute to accreditation policy projects (including standards and procedures reviews) and ongoing improvements to accreditation processes.

- Develop thematic analyses, outcome summaries, and data sources to support accreditation activities, and manage post-accreditation evaluations to identify improvement opportunities.
- Coordinate the annual update and publication of standards and procedures documents, handbooks and related materials.

### **3. Engagement in governance processes and committees**

- Support MedSAC governance processes by contributing to the development and implementation of the annual workplan, preparing agenda papers, and contributing to annual reporting.

### **4. Program management and coordination**

- Track and manage workplans and deliverables, taking ownership for successful project delivery (including time, budget and compliance with AMC procedures).

### **5. Stakeholder engagement**

- Establish and maintain effective working relationships with internal and external stakeholders, providing timely advice and communication and representing the AMC professionally.
- Engage collaboratively with the Indigenous Policy and Programs team and Aboriginal and/or Torres Strait Islander and Māori stakeholders, committing to AMC values of cultural safety.

### **Any other duties as directed.**

## **Key selection criteria**

### *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 of knowledge and responsibilities and refers appropriately.
- Applies good judgement and emotional intelligence to engage with, understand and manage complex issues with sensitivity.
- Demonstrates commitment to improving work practices and shares good practices.
- Self-assess the quality of work to ensure it meets AMC standards.

### *Experience*

- Minimum two years of experience relevant to the key results areas (required).
- Program/project coordination and stakeholder engagement experience (desirable).
- Involvement in developing training workshops and conferences (desirable).

### *Skills/Knowledge*

- Excellent written communication skills. Proficient in analysis and synthesis to develop documents and resources
- Strong interpersonal and influencing skills to ensure effective and collegial stakeholder relationships and teamwork.
- Organised with well-developed time-management skills to ensure delivery of program objectives.
- Anticipates hurdles/risk in program or policy implementation to contribute to problem solving.
- Excellent attention to detail to ensure reliable and minimal errors in work product.
- Strong administrative abilities to ensure consistent record-keeping and clear documentation.
- Proficient in computer and IT Literacy.

### *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)