

Position Description

Position number:	PN012	Last reviewed:	July 2026
Designation:	Manager, Prevocational Accreditation		
Classification:	Permanent, full-time	Salary band:	Band 5
Business area:	Accreditation Directorate		
Location:	Canberra		
Reports to:	Head, Accreditation Governance & Reporting		
Key stakeholders:	Internal: Prevocational Standards Accreditation Committee, WBA Result Panel, AMC Assessment teams and reviewer, Indigenous Policy and Programs and AMC operational teams. External: Prevocational Training Accreditation Authorities, PESCI providers, WBA providers, Competent Authorities, Medical Board of Australia, AIDA, International Medical Graduates, health services and prevocational doctors.		

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 | <ul style="list-style-type: none"> • Collaboration • Openness and accountability | <ul style="list-style-type: none"> • Striving for excellence • Innovation |
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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.***

Business area purpose

The AMC manages processes to set standards and to assess and accredit medical programs and their providers against those standards. These processes cover primary and specialist medical programs and their providers; programs and providers of workplace-based assessments for international medical graduates; and programs and providers of pre-employment structured clinical interviews for international medical graduates. It also sets standards for prevocational training and assesses state-based prevocational training accreditation authorities. AMC accreditation staff manage these processes by developing and implementing policy and procedures, managing individual accreditations as complex projects, supporting the expert teams that assess programs and their providers, and supporting the committees that oversee the accreditation programs.

This position is in the **Accreditation Directorate**, which includes approximately 25 people working in small teams of three-four and focusing on different phases of medical education and projects.

The Directorate supports accreditation practices that are respectful, inclusive and culturally safe, including through engagement with Aboriginal and/or Torres Strait Islander and Māori stakeholders and consideration of cultural safety in accreditation, monitoring, reporting and stakeholder communication.

Position responsibilities

The Manager, Prevocational Accreditation, leads and manages a defined portfolio relating to the accreditation and monitoring of training and assessment authorities and programs that support registration pathways, including Prevocational Training Accreditation Authorities, Pre-Employment Structured Clinical Interviews and Workplace Based Assessment programs. The role prioritises culturally safe practices and works collaboratively with the Indigenous Policy and Programs team to support culturally safe accreditation and monitoring activities.

Working under broad direction, the role exercises independence and autonomy to plan, coordinate and deliver complex accreditation activities, operational projects and committee-related work. It applies specialist knowledge of accreditation, standards, policy and procedures to provide analysis, advice and problem resolution that supports operational outcomes.

The role manages key internal and external stakeholder relationships, synthesises complex information, identifies and manages risks, and supports evidence-based decision-making in line with AMC standards, policies, procedures and cultural safety commitments. It contributes to operational planning, continuous improvement and the development of processes that support culturally safe engagement, reporting and decision-making.

The position manages one to two staff members and may provide indirect leadership across projects. This includes assigning and reviewing work, supporting performance and development, promoting a positive and culturally safe workplace, escalating non-standard matters as required, and contributing to operational and reputational outcomes for the organisation.

Key result areas (KRAs)

1. Standards, policy and procedural leadership

- Lead the application and improvement of AMC standards, policies, procedures and accreditation processes, in consultation with the Indigenous Policy and Programs team to support culturally safe practice.
- Provide sound advice on policy, procedure and problem resolution, including risk identification, analysis and escalation.
- Lead or contribute to complex portfolio projects, process and systems improvement activities.
- Use evidence, stakeholder input and cultural safety considerations to inform portfolio decisions, recommendations and continuous improvement.

2. Program management and operational delivery

- Lead the annual assessment and monitoring work plan, ensuring activities align with operational priorities, approved procedures and cultural safety commitments.
- Manage portfolio interdependencies across accreditation, committees and operational teams to support timely program delivery.
- Identify, manage and escalate risks that may impact accreditation activities, program delivery or stakeholder confidence.
- Oversee portfolio records, reporting, data quality, budgets and resources to support effective accreditation and monitoring activities.

3. Committees, governance and reporting

- Oversee the work program for the Prevocational Standards Accreditation Committee and relevant working groups.
- Oversee and approve agendas, papers, reports, recommendations and follow-up actions that support effective governance and culturally safe decision-making.
- Consult with the Indigenous Policy and Programs team to ensure reports, communications and recommendations reflect culturally safe practice.

4. Accreditation and monitoring activities

- Lead accreditation and monitoring activities for portfolio providers and programs, including visits, reviews and reporting processes.
- Coordinate assessment teams and support reviewers to apply standards, evidence requirements, approved procedures and cultural safety expectations consistently.
- Work with the Indigenous Policy and Programs team to identify, document and escalate cultural safety matters arising through accreditation and monitoring activities.
- Write, review and finalise accreditation and monitoring reports that are clear, accurate, defensible and culturally safe.
- Contribute to the management and resolution of complaints, issues or concerns relating to accredited training providers and authorities.

5. People management and leadership

- Lead and support direct reports to deliver priorities, maintain quality standards and contribute to a respectful, inclusive and culturally safe team culture.
- Assign and review work, manage workload and resources, and provide coaching and feedback.
- Support wellbeing, development and performance processes in line with AMC expectations and delegated responsibility.
- Promote culturally safe ways of working and consult with the Indigenous Policy and Programs team where relevant.

6. Stakeholder engagement and cultural safety accountability

- Manage effective relationships with internal and external stakeholders using diplomacy, influence and sound judgement.
- Represent the AMC professionally at stakeholder meetings, provider engagements, conferences, examinations, assessments and related events.
- Engage, consult and collaborate with Aboriginal and/or Torres Strait Islander and Māori stakeholders and the Indigenous Policy and Programs team to embed culturally safe practice.
- Identify, address, document and report cultural safety matters within the portfolio and support cultural safety accountability in accreditation activities and stakeholder engagement.

7. Any other duties as directed.

Key selection criteria

Essential criteria

- Relevant experience in accreditation, regulation, policy, program management, health profession education or a related field.
- Demonstrated ability to work under broad direction with independence, autonomy and accountability for a defined function, portfolio or program of work.
- Demonstrated experience managing a complex portfolio or operational program with multiple priorities, stakeholders and interdependencies.
- Demonstrated experience supervising, managing or leading staff, including assigning and reviewing work, supporting development and managing performance-related processes.
- Strong commitment to AMC values, cultural safety, respectful communication and ethical decision-making, including the ability to model culturally safe behaviours and support culturally safe work practices.
- Experience applying or supporting culturally safe work practices in stakeholder engagement, reporting, program delivery or policy and procedure implementation, including the ability to identify and appropriately escalate cultural safety matters.
- Well-developed leadership, interpersonal, negotiation and influencing skills, including the ability to build and manage effective relationships with internal and external stakeholders.
- Strong analytical skills and sound judgement, including the ability to synthesise complex information, assess risk, manage sensitive or non-standard matters and recommend practical solutions.
- Experience preparing clear, accurate and defensible written advice, reports, recommendations or committee papers that support evidence-based decision-making.
- Strong program management, planning, prioritisation and resource management skills to deliver outcomes within agreed timeframes and quality standards.
- Sound understanding of policy, procedure, governance, reporting and operational requirements relevant to the role, or the ability to rapidly acquire this knowledge.

Desirable criteria

- Experience in committee, policy or governance environments.
- Knowledge of the Australian healthcare system, health workforce, professional regulation, health profession education and training, and/or organisation of medical practice.
- Experience working with geographically dispersed teams.
- Tertiary qualifications in a relevant discipline.

- Ability to travel interstate and work occasional extended hours as required.