Position Description

Australian Medical Council Limited

Position number:	PN208	**Last reviewed:**	August 2026
Designation:	Policy Officer, Projects		
Classification:	Permanent	**Salary band:**	Band 3
Business area:	Operational Policy and Projects, Accreditation		
Reports to:	Program Manager, Accreditation Standards Review		
Direct reports:	None		
Key stakeholders:	Internal governance groups and AMC teams, together with external stakeholders across medical education, accreditation, healthcare and community sectors, including Aboriginal and/or Torres Strait Islander and/or Māori Peoples.		

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

- Integrity
- Cultural safety
- Collaboration
- Openness and accountability
- Striving for excellence
- Innovation

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 Operational Policy and Projects area leads and supports projects across two major business areas of the AMC, Assessment Services and Accreditation:

The Assessment Services: area is responsible for supporting international medical graduates from their initial enquiry regarding eligibility and application processes, through examinations, to receipt of their AMC Certificate. The Assessment Services area is responsible for the development, coordination and conduct of Verification services, Multichoice Question Written Exam, Clinical Exam delivery and Workplace-based Assessment review.

The Accreditation Section: The AMC sets standards for medical education and training, and assessment. It works in partnership nationally with the Medical Board of Australia, other national standards and professional bodies, the medical schools and specialist medical colleges, and prevocational training accreditation authorities. In the Accreditation Section there are four small teams with responsibility for the stages of medical education undergraduate, prevocational and specialty training.

Position purpose

The Policy Officer, Projects contributes to the effective delivery of initiatives within the Operational Policy and Projects team. The role currently supports the *Standards for Assessment and Accreditation for Specialist Medical Programs Review* through implementation and continuous improvement, including work with its working groups and the Specialist Education Accreditation Committee.

Operating within established frameworks, the position is accountable for completing defined work, managing competing priorities, exercising judgement in routine matters and seeking guidance on complex, sensitive or emerging issues.

The position models and adheres to the AMC's values and is accountable for identifying, addressing and reporting cultural safety matters. It promotes cultural safety accountability in its engagement with all AMC stakeholders.

Position responsibilities

- Deliver assigned policy and project work to agreed standards, priorities and timeframes.
- Contribute to the preparation of accurate, evidence informed advice and documentation to support decision making and project delivery.
- Support effective governance and administration for projects, committees and working groups.
- Maintain productive, responsive and culturally safe relationships with internal and external stakeholders.
- Coordinate and support responses to routine delivery issues within established parameters, contributing to resolution and escalating complex, sensitive or emerging matters as required.
- Contribute to continuous improvement and ensure work complies with AMC policies, privacy, confidentiality and information-handling requirements.

Position key results area (KRAs)

1. **Policy research and analysis support**
    a. Undertake defined research tasks using identified sources such as literature, standards, stakeholder feedback and evaluation data; gather relevant material, assess its relevance and summarise key information.
    b. Support the identification of issues, implications and gaps, and contribute to the development of practical options and advice with guidance available for complex or sensitive matters.
    c. Prepare clear draft briefs, reports, summaries, agendas, correspondence and consultation materials using established formats and tailoring content to the audience, while applying relevant privacy, confidentiality, cultural safety and data sovereignty requirements to the collection, interpretation, use and presentation of data.
    d. Apply judgement to routine research and drafting tasks, check the accuracy and completeness of outputs, and incorporate feedback.

2. **Project governance, administration and coordination**
    a. For committees, working groups and other groups that govern or contribute to project work, draft agendas, papers, reports and other documents and collate and distribute approved materials.
    b. Record and track agreed decisions and actions, follow up responsible parties and escalate overdue or emerging matters as required.
    c. Coordinate meetings, workshops and events, including scheduling, logistics, travel, tax invoices and payment arrangements.
    d. Maintain accurate committee, working group, membership, stakeholder and contact records and update project records as required.
    e. Support the coordination of defined project activities, consultation processes, milestones and deliverables in accordance with agreed priorities and timeframes.
    f. Support the monitoring and coordination of project progress, contribute to identifying routine risks, issues or dependencies, and escalate matters as required in accordance with established procedures.

3. **Stakeholder engagement and relationships**
    a. Build and maintain strong relationships with internal stakeholders and work collaboratively with AMC teams, including Accreditation, Assessment Services and Indigenous Policy and Programs.
    b. Establish and maintain effective relationships with external stakeholders and respond to routine enquiries in a timely and professional manner.
    c. Engage respectfully and in a culturally safe manner with Aboriginal and/or Torres Strait Islander and Māori stakeholders, seeking advice from the Indigenous Policy and Programs team where appropriate.
    d. Support stakeholder engagement activities, including workshops, consultations and advisory group meetings, and accurately document feedback and agreed actions.

Key selection criteria

Professional qualities and behaviours

- Is honest and open and demonstrates integrity with colleagues and stakeholders.
- Is inclusive, respectful and supportive, contributing to a culturally safe environment for all staff and stakeholders.
- Is self-motivated and accountable for the quality and timely delivery of own work and can manage competing priorities within agreed parameters.
- Uses initiative and sound judgement to resolve routine matters, recognises the limits of expertise and responsibility, and refers or escalates appropriately.
- Provides responsive customer service to internal and external stakeholders and supports others in the team to achieve work goals.
- Demonstrates commitment to learning and to the review, improvement and sharing of good work practices.
- Demonstrates strong attention to accuracy and consistency.
- Supports and upholds the AMC values of integrity, cultural safety and cultural competence, collaboration, openness and accountability, striving for excellence and innovation.

Required skills and experience

- Strong verbal and written communication skills, including the ability to translate complex information into clear and accessible briefs, reports, correspondence, agendas and project documentation for different audiences, with due regard to privacy, confidentiality, cultural safety and data sovereignty.
- Sound administrative, time management and organisational skills with excellent attention to detail, including the ability to coordinate meetings, records, documentation and payment processes, manage priorities, monitor actions and milestones, and meet deadlines.
- Demonstrated ability to undertake defined research, assess and synthesise information, and present clear findings, implications or options with appropriate guidance.
- Ability to engage, collaborate and build strong relationships with diverse internal and external stakeholders and support multiple work teams to achieve shared goals.
- Ability to apply initiative and judgement to routine issues within established procedures and seek guidance on complex or sensitive matters.