Position Description

Australian Medical Council Limited

Position number:	PN264	**Last reviewed:**	Nov 2026
Designation:	Policy Advisor		
Classification:	Full-time / 12 months Fixed term	**Salary band:**	Band 4
Business area:	Operational Policy and Projects		
Reports to:	Assessment Project Manager		
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 Māori people.		

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 works within the Operational Policy and Projects team to provide policy, research, project coordination and high-level administrative support for key initiatives that enable the AMC to deliver its functions in accrediting medical education and assessing international medical graduates.

The role currently supports the 24-month Assessment Program Redesign Project, working with and collaborating closely with AMC policy and operational teams, the Indigenous Policy and Program team, the ICT team, governance and expert advisory groups, and external stakeholders to review and strengthen the AMC's assessment approach.

This work will consider evaluation findings, contemporary assessment practice and technological advances to support an evidence-informed, valid, reliable and authentic licensure assessment pathway that is consistent with medical practice in Australia and the AMC's responsibilities under the Health Practitioner Regulation National Law.

The role may also contribute to other projects across the team's portfolio and requires strong policy development, program coordination, communication and relationship management skills to establish respectful, culturally safe and consultative working relationships with stakeholders, including international medical graduates, consumers, Aboriginal and/or Torres Strait Islander and Māori people, and the Medical Board of Australia.

The role holder models and demonstrates adherence to the AMC's values, is accountable for identifying, addressing and reporting cultural safety matters, and promotes cultural safety accountability in all stakeholder engagements. In collaboration with the Indigenous Policy and Program team, the role also supports cultural safety and Indigenous data sovereignty through the respectful, culturally appropriate governance, collection, use, management and sharing of data relating to Aboriginal and/or Torres Strait Islander and Māori people.

Position key results area (KRAs)

1. Policy research, analysis and advice

a. Research and evidence: Identifying, gathering, reviewing and synthesising relevant literature, policy material, standards, stakeholder feedback, evaluation findings and project data to build the evidence base for policy and project work, while supporting culturally safe research practices and Indigenous data sovereignty principles.
b. Analysis and policy advice: Analysing complex information to identify key issues, trends, implications and options, and developing evidence-informed recommendations and advice.
c. Communication and translation: Translating research and analysis into clear, audience-appropriate briefs, summaries, reports, agendas, presentations and other policy materials. Including data visualisation.

2. Project governance and support

Governance - Groups, people, content:

For the groups that govern or contribute to the work of projects:

a. Preparing high-quality agendas, papers, reports and other documents for the groups.
b. Following up actions and supporting implementation of decisions and advice.

Administration

a. Collating and distributing meeting papers.
b. Maintaining committee, working group, membership, stakeholder and contact records.
c. Maintaining project documentation and records, including risk, budget and evaluation information, in accordance with confidentiality, information governance, cultural safety and Indigenous data sovereignty requirements.

Coordination

Contributing as required to:

d. Maintaining work plans, schedules, timelines, actions, milestones and progress tracking.
e. Coordinating meetings, workshops, travel, resources, logistics, invoices and payment arrangements.
f. Supporting risk identification and tracking, budget monitoring and evaluation activities.

3. Stakeholder engagement and relationship management

a. Establishing and maintaining strong internal relationships and facilitating collaboration across AMC teams, including Assessment, Accreditation and the Indigenous Policy and Program team.
b. Establishing and maintaining effective external stakeholder relationships.
c. Supporting culturally safe, respectful and consultative engagement with Aboriginal and/or Torres Strait Islander and Māori stakeholders, including identifying, addressing, reporting and appropriately escalating cultural safety matters.
d. Supporting the application of Indigenous data sovereignty principles in project activities, including the culturally appropriate governance, collection, interpretation, use, management and sharing of data relating to Aboriginal and/or Torres Strait Islander and Māori people.
e. Supporting and facilitating stakeholder engagement activities, including workshops, consultations and advisory group meetings.
f. Working with others, contribute to and implement effective stakeholder communication strategies.
g. Working with others, manage interdependencies between projects and broader AMC initiatives.

4. Other duties as directed

Key selection criteria

Professional qualities and behaviours

- Is honest and open and demonstrates integrity with colleagues and stakeholders
- Is inclusive, respectful and supportive, contributes to a culturally safe environment, and identifies, addresses, reports and appropriately escalates cultural safety matters.
- Is self-motivated and accountable for delivering defined work outcomes, working with limited supervision, managing competing priorities and exercising sound judgement within established policies and frameworks.
- Recognises the limits of their expertise and delegated authority, and identifies when issues, risks or decisions require referral or escalation.
- Provides great customer service for internal and external stakeholders
- Demonstrates commitment to learning, and review and improvement of work practices and to sharing good work practice
- Demonstrates attention to accuracy and consistency
- Supports others in the work team to achieve goals
- Supports and upholds the AMC's values - Openness and Accountability, Collaboration, Innovation, Striving for excellence, Integrity, and Cultural safety

Required skills and experience

- Well-developed verbal and written communication skills, with experience in preparing high-quality reports, project documentation, and presentations for stakeholders.
- Proven ability to establish trusted, respectful and culturally safe relationships, and facilitate effective collaboration with diverse internal and external stakeholders.
- Demonstrated experience coordinating defined project activities with limited supervision, including managing contributions across multiple work teams, monitoring deliverables, milestones, timelines, risks and interdependencies, and supporting implementation of agreed decisions.
- Demonstrated ability to critically analyse and synthesise complex evidence, apply relevant organisational, legislative and regulatory frameworks, and translate findings into clear, audience-appropriate policy advice, options and recommendations.
- Demonstrated organisational and time management skills, including the ability to independently plan work, manage competing priorities, meet deadlines and maintain accuracy.
- Demonstrated understanding of cultural safety responsibilities, including accountability for identifying, addressing and reporting cultural safety matters and promoting culturally safe engagement with stakeholders.
- Demonstrated commitment to Indigenous data sovereignty and the respectful, culturally appropriate governance, collection, use, management and sharing of data relating to Aboriginal and/or Torres Strait Islander and Māori people.
- Proficiency in Microsoft Office, project management software (e.g., MS Project, Planner, SharePoint), online collaboration tools, and information management systems.
- Records and information management and ability to acquire knowledge of AMC office procedures such as confidentiality and non-disclosure, workplace health and safety, and AMC records management.

Additional requirements/qualifications

- Flexibility for interstate travel and occasional extended hours (required).
- Higher education qualification in a relevant discipline (desirable).
- Experience in medical or health professions education, assessment, or regulation environment (desirable).

Additional information

Flexible work arrangements – variations to working hours, work location, or work pattern.