



# Australian Medical Council Limited

<b>Position number:</b>	PN135	<b>Last reviewed:</b>	August 2014
<b>Designation:</b>	Clinical Examination Administrator (Appeals)		
<b>Classification:</b>	Full-time	<b>Salary Band:</b>	Band 3
<b>Business area:</b>	Assessment Services - Clinical Examinations		
<b>Reports to:</b>	Manager, Clinical Examinations		
<b>Key stakeholders:</b>			

## Organisational Purpose

The purpose of the Australian Medical Council Limited (AMC) is to ensure the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

## Business Area Purpose

Assessment Services is responsible for assisting international medical graduates (IMGs) from their initial enquiry regarding eligibility and application processes, through examinations, to receipt of their AMC Certificate.

The Clinical Examinations area is responsible for the development, coordination and conduct of clinical examinations and Workplace-based Assessments (WBA).

## Position Purpose

The purpose of this position is to provide administrative support relating to the conduct of the AMC's Clinical examinations in relation to the Appeals and Certificate processes.

## Position Responsibilities

Provide high level administrative support in preparation of candidate appeals. Coordinate appeal panel meetings and post meeting follow-up.

Consistently contribute to the successful operation of the organisation by demonstrating leadership, accepting personal responsibility for actions and decisions, collaborating with others to achieve positive outcomes, communicating effectively to understand and be understood, and displaying professional behaviour in all activities.

Proactively support continuous improvement in the work, team, and the organisation through being innovative, displaying critical thinking, and being responsive to the needs of customers and stakeholders.

Actively seek out opportunities to expand work related knowledge, and improve personal and technical skill-sets.

### **Position Key Result Areas (KRAs)**

1. Examination Support

Provide high-level administrative support in relation to candidate appeals.

2. Certificates

Generate and issue AMC certificates and respond to any enquiries.

3. Representation

Represent the AMC Clinical Examination section at Appeal panel teleconferences and face to face meetings where required. Provide administrative and secretariat support as required.

4. Team Support

Support the team in the Quality Assurance checks on examination results and other post examination activities where required.

### **Key Selection Criteria**

#### **Experience/knowledge**

- a) Strong organisational skills, and a capacity to set and achieve realistic goals and meet deadlines.
- b) Ability to communicate effectively and sensitively with a diverse cross-section of AMC clients and stakeholders, both verbally and in writing.
- c) Demonstrated capacity to establish good working relationships with others and to function effectively as a member of a team, with minimal supervision.
- d) Advanced word processing and data input skills with the ability to be accurate and thorough with an eye for detail.
- e) Demonstrated ability to understand and apply established guidelines and procedures.
- f) Ability to represent the AMC in a professional manner.
- g) Ability to respond well to change and adapt to changing circumstances while maintaining a high standard of work.

#### **Additional Requirements/Qualifications**

- Experience in the administration of examinations (desirable).
- Experience in dealing with people from non-English speaking backgrounds (desirable).