

<b>Position number:</b>	PN049	<b>Last reviewed:</b>	June 2016
<b>Designation:</b>	Examination Content Coordinator		
<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 high level administrative and clerical support relating to the conduct of the AMC's examinations.

### Position Responsibilities

Provide high level administrative support in relation to AMC examination content, panel and review groups, workshops and post-examination activities. Support the delivery of examinations at the National Test Centre (NTC).

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 Management

Provide high-level support in the development and maintenance of the AMC examination content database, examination delivery, policy and procedures. Ensure all deadlines and quality outcomes are met in relation to post-examination activities including examiner payments.

### 2. Representation

Represent the AMC Clinical Examination section at meetings and provide administrative and secretariat support as required.

### 3. Workshops

Effectively coordinate clinical writing/review workshops, and undertake post-workshop actions as required.

### 4. Reporting

Provide accurate and timely reports including examination chair reports and clinical scenario feedback, and assist with follow-up actions.

### 5. Team Support

Work effectively and contribute as part of a team, and assist others to ensure team goals are achieved.

## Key Selection Criteria

### Experience/knowledge

- a) Demonstrated time management skills and the capacity to establish work priorities, set and achieve realistic goals, and meet deadlines.
- b) Ability to communicate effectively 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.
- d) Demonstrated ability to work under pressure with minimal supervision.
- e) Ability to represent the AMC in a professional manner.
- f) Advanced word processing and data input skills, including a high standard of accuracy and attention to detail.

### Additional Requirements/Qualifications

- Experience in the administration of examinations would be highly desirable.