



Position number:	PN056	Last reviewed:	May 2018
Designation:	Team Administrator		
Classification:	Full time permanent	Salary Band:	Band 1-2
Business area:	Accreditation and Standards		
Reports to:	Director of Accreditation and Standards and to other accreditation managers on specific tasks		
Key stakeholders	AMC Accreditation managers, AMC reviewers, education providers		

Organisational Purpose

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

Business Area Purpose

The Australian Medical Council is an independent national standards body for medical education. It is appointed by the Medical Board of Australia to conduct accreditation functions for the medical profession under the Health Practitioner Regulation National Law (the National Law).

The AMC sets accreditation standards and assesses and accredits programs and providers of medical programs against those standards. AMC accreditation staff manage these processes by developing and implementing policy and procedures, supporting the expert teams that assess programs and their providers, and supporting the committees that oversee the accreditation programs.

Position Purpose

The purpose of this position is to support the work of the Director of Accreditation and the Accreditation Section. In a varied and interesting administrative role, to assist across the teams with; project co-ordination, event management, provision of papers for reviews and committee meetings. In addition, play a key role in process improvement, testing, data input and implementation of a new accreditation management system.

Position Responsibilities

1. Support the Director and Accreditation staff with strategic projects and process improvement activities, which could involve assisting with desk-based research, development of presentations and papers and managing workshops and meetings.
2. Under direction, support AMC committees and working parties, including assisting other AMC staff with:
 - preparing draft agendas
 - writing records of meeting
 - preparing post meeting correspondence

- following up actions to ensure decisions are disseminated and implemented
 - co-ordinating meeting logistics and liaison with internal and external stakeholders
3. Assist with the implementation of the accreditation management systems and the updating of essential accreditation data:
 - supporting the business analyst and accreditation team on process improvement activities
 - maintaining the assessors and contacts database
 - data input and testing
 - corresponding with stakeholders and supporting the implementation of the new system
 4. Contribute to the editing of AMC policy papers, reports to stakeholders, and public material:
 - maintaining registers and summaries of AMC decisions
 - contributing to the cyclical review of AMC accreditation guides templates
 - ensuring compliance with AMC style and formatting policies
 5. Maintain effective working relations with stakeholders, especially staff and office bearers of education providers accredited by the AMC.
 6. Contribute to activities and projects that aim to foster improvements in medical education and the standards of accreditation of health profession education and training.
 7. Other duties as directed.

Key Selection Criteria

Behaviours

- demonstrates a high level of professionalism, including representing the AMC in a professional manner
- commits to the high standards of client service set by the AMC
- is accountable for work but recognise limits of expertise
- demonstrates commitment to learning, and review and improvement of work practices and to sharing good work practice
- self-assesses quality of work to ensure it meets AMC standards
- supports others in the work team to achieve goals

Desirable skills and experience

- event or project management
- committee or working group support processes
- some awareness of quality assurance or quality improvement processes
- fluent use of Microsoft Office Word, Excel, powerpoint
- ability or interest in data visualisation tools such as Visio or Tableau
- effective management of time and workload demands and priorities
- good judgement and common sense in applying guidelines and policy
- working with other work team members to meet deadlines and ensure effective work practices
- written and spoken communication skills for clear, effective and accurate dealings with expert committees and clients
- ability to proof read written work for accuracy and quality