



AMA CAREERS SERVICE

The objective of the AMA Careers Service is to provide medical students and graduates with the skills to navigate their employment and training options with confidence.

POSITION TITLE: Careers Consultant

Position description and responsibilities:

This position is a full time position, on a fixed term contract for two years, and located in Barton, central Canberra within the secretariat of the Australian Medical Association (ACT) Limited and reports to the CEO of the AMA ACT.

The Careers Consultant is a newly created position to provide advice to medical students, new graduates, international and Australian medical practitioners on career choices.

The Careers Consultant will assist medical practitioners and medical students make informed choices about career opportunities using the tools developed for the AMA by the Careers Consultant. As well as developing material for use by medical practitioners, the Careers Consultant will also be required to develop workshop/seminar templates for use by State and Territory AMAs if required. The Careers Consultant will also train State AMA staff members in the delivery of the course material on request.

The Careers Consultant will be responsible for the development and/or adaptation of material, in harmony with the requirements of the Medical Colleges and other stakeholders, including, but not limited to the Australasian Medical Publishing Company, (AMPCo), Australian Medical Board and the Australian Health Practitioner Regulation Agency. The material to be developed must be suitable for accessing via the web.

The Careers Consultant will also be responsible for providing advice on graduate, vocational and potential employment opportunities in the Australian states and territories. The Careers Consultant may be required to assist clients in writing curricula vitae, applications for entry into College training, and other vocational programs, etc. and to provide interview skills – including simulated interviews, if desired. The Careers Consultant will research opportunities for employment and career enhancement and progression for dissemination via the website and other media.

Careers Consultant's competencies and required attributes follow:

Essential

The Careers Consultant will:

- Hold a tertiary qualification in education, together with experience in, and/or a comprehensive understanding of the training for and practice of medicine.

- **OR** hold a tertiary qualification in a health related field, with experience in training and communication to a high level of competency.
- **OR** demonstrate extensive experience in customer service delivery to professionals or a profession and a high level of knowledge of the medical and medical education environments.
- **OR** hold a tertiary qualification in another discipline together with relevant experience in the health sector to enable performance of the role at the high level required.
- Need to possess and demonstrate a high level of competency in a range of computer applications, including, but not limited to, email, e-calendars, databases, spreadsheets, word processing and web-editing, facebook, twitter, linkedin and other social media as appropriate and the ability to learn new applications as required.
- Possess excellent research skills in order to develop and maintain an accurate and contemporary knowledge of the medical workforce environment both nationally and internationally.
- Need to possess a high level of communication competency, both verbal and written.
- Have the competence to expertly and professionally deliver seminars and workshops.
- Need to have a comprehensive knowledge of the health sector in Australia (or possess the ability to quickly acquire the knowledge), the medico political and industrial issues for medical students, doctors in training and international medical graduates. (It should be noted provision of the service is available for all medical practitioners, whether located in Australia or seeking to study or work in Australia.)
- Need a high level of understanding, or the ability to gain a high level of understanding, of the external environment for medical practitioners; eg, regulators, Australian health culture, hospitals, clinics etc and of the medico political and industrial issues regarding career development and employment opportunities.
- Have the ability to develop and maintain cohesive and collaborative networks within the sector; eg, Medical Colleges, Universities and regulators, State and Commonwealth Health bureaucracies etc; ie, highly developed negotiation, networking and interpersonal relationship skills.
- Possess highly developed time-management skills with the demonstrated ability to prioritise and multi-manage tasks.
- Demonstrated ability to work autonomously and alone, as well as with a small team of professionals.
- Demonstrated ability to work within defined budgets and with multiple stakeholders and have highly developed management and administration skills.
- A highly developed sense of integrity, honesty, professionalism and collegiality.

Desired

The following criteria, whilst not mandatory, will be favourably regarded in applicants for the position:

- Working knowledge of the health sector in Australia, and in particular of the medical workforce. Associated with this knowledge will be an understanding of employment and industrial arrangements as they apply across the jurisdictions.
- Experience developing and delivering programs to virtual or actual audiences.

- Experience in event management.
- Human resource management or recruitment processes.
- Experience managing intellectual property rights and responsibilities.

PRINCIPAL RESPONSIBILITIES AND PERFORMANCE CRITERIA

The Careers Consultant will be responsible for producing a strategy for delivering this new service which will include:

Development and maintenance of on-line careers resources, including for example, listings of potential employment opportunities, for both new graduates and post graduates.

Providing advice on registration requirements and College training program entry requirements if required.

Assessing candidates' written and interview skills and providing assistance as required.

Development of a communications strategy - suitable for dissemination via various media – of, for example, e-bulletins, fliers, articles and fact sheets. This will include development of template documents and articles suitable for publication in AMA State and Territory publications and other appropriate publications as well as information on seminars, workshops, career advice and tools.

Development of relationships to ensure engagement with training providers (GPET and Colleges), other stakeholders such as Workforce Australia, Medical Board of Australia and Australian Health Practitioner Registration Agency, as examples.

A full list of performance and reporting criteria will be agreed between the Careers Consultant and the CEO of AMA ACT prior to commencement of employment.