

# Associate Director, Accreditation Services

## Position Description

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<b>Position title: Associate Director, Accreditation Services</b>	
<b>Effective date:</b> April 2023	<b>Location:</b> Canberra office or work from home
<b>Position level:</b> Executive 1	<b>Work area:</b> Accreditation Services
<b>Reports to:</b> Director	<b>Employment type:</b> Fulltime fixed term contract for 2 years with possibility of extension
<b>About ANMAC</b>	<p>The Australian Nursing and Midwifery Council (ANMAC) is a not-for-profit organisation that has been established since 2010 to undertake the accreditation of Nursing and Midwifery programs leading to registration as a nurse or midwife. ANMAC is governed by a Board of Directors consisting of five member organisations and four non-member Directors.</p> <p>ANMAC is appointed by the Nursing and Midwifery Board as the external accreditation entity for Nursing and Midwifery education under Australia's National Registration and Accreditation Scheme</p> <p>ANMAC also assesses the skills of nurses and midwives who want to migrate to Australia under the General Skilled Migration category.</p> <p>ANMAC has been contracted to provide executive and secretariat support to the Australasian Osteopathic Accreditation Council (AOAC).</p> <p>ANMAC also provides services to Health Education Services Australia (HESA) which provides services to the health education sector.</p>
<b>Organisational Values</b>	<p>Excellence Inclusion Accountability Integrity Lifelong Learning</p>
<b>Equal Opportunity Employer</b>	<p>ANMAC is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. Aboriginal and Torres Strait Islander applicants are encouraged to apply.</p>

# Duties and Selection Criteria

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## Main duties

1. Coordinate accreditation assessments and monitoring of nursing and midwifery education providers and their programs of study as part of the assessment team.
2. Provide information to education providers seeking accreditation of nursing and midwifery programs leading to registration and endorsement.
3. Liaise with the nominated accreditation assessment team Chair and assessment team members to provide advice and guidance throughout the assessment process.
4. Support and provide advice to ANMAC Accreditation Committees and prepare written reports on the outcome of accreditation assessments and monitoring.
5. Provide accreditation advice to the Director Accreditation Services including preparation of briefings and follow through on designated outcomes.
6. Engage with education providers, regulatory authorities, professional associations, health professional accreditation councils and other key stakeholders, including the public in support of ANMAC core business.
7. Undertake quality assurance activities related to the core business of ANMAC.
8. Develop and review policies related to the core business of ANMAC.
9. Engage in the development of nursing and midwifery standards for the accreditation of nursing and midwifery education programs.
10. Undertake research and scholarship activities when the opportunity arises.
11. Demonstrate appropriate stewardship of resources.
12. Undertake continuing professional development in areas commensurate with the Associate Director role.

## Essential requirements

1. Current registration as a nurse and/or midwife in Australia.
2. Post graduate qualifications in nursing and/or midwifery or other relevant area.
3. Good understanding of nursing and midwifery entry to practice education in Australia.
4. Australian driver's licence and ability to travel throughout Australia.

## Desirable requirements

1. Demonstrated ability in developing and implementing nursing and/or midwifery curricula.

## Selection Criteria

1. Demonstrated ability in co-ordinating discrete projects including capacity to effectively coordinate and manage a team, organise and prioritise work and provide professional reporting on progress and outcomes.
2. High level of written and communication skills with demonstrated ability in:
  - a. developing written policies, procedures and reports
  - b. undertake critical analysis and problem solving.
3. Demonstrated ability to communicate with and/or influence and foster effective relationships with internal and external stakeholders, including nursing and midwifery professional organisations, health service providers, higher and vocational education sector providers and students.
4. Demonstrated ability in managing financial and physical resources to support timely and effective outcomes.
5. An understanding of research and quality improvement methods, with a demonstrated knowledge of accreditation and assessment against established standards and criteria.
6. Demonstrated understanding of health professional education in the Higher Education and Vocation Educational sectors.
7. Demonstrated understanding of the regulation of nurses and midwives and the accreditation functions under the *Health Practitioner Regulation National Law Act 2009*.
8. Evidence of a commitment to and leadership in the principles and practices of workplace health and safety, and workplace diversity.