

The Australian Dental Council is seeking applications for Community members for the Accreditation and Assessment Committee

About the Australian Dental Council

The Australian Dental Council (ADC) is an independent, 'for purpose' company appointed by the Dental Board of Australia to accredit Australian dental programs, and assess the knowledge, clinical skills and professional attributes of international trained dental practitioners seeking registration to practice in Australia.

Further information about the ADC and its governance structure can be found [here](#).

To achieve our vision of a healthcare system free of racism, we need your expertise. As a committee member of one of Australia's accreditation authorities you will be instrumental in making a meaningful difference to the healthcare outcomes of Aboriginal and Torres Strait Islander people. By being part of the ADC, you will be working with us to ensure Aboriginal and Torres Strait Islander voices are embedded in our decision making. You will contribute to ensuring cultural safety is a cornerstone of Australian dental health programs and that dental practitioners in Australia have the capability and awareness required to practice in a culturally safe way.

We are proud to have launched our Reflect Reconciliation Action Plan, with a goal to drive reconciliation and improve healthcare outcomes for Aboriginal and Torres Strait Islander peoples. Our RAP is a formal statement of our commitment to reconciliation and to progressing principles of cultural safety and self-determination across everything we do.

Further information about the ADC's Reflect RAP can be found [here](#).

In line with special measure provisions in Section 12 of the Victorian Equal Opportunity Act (2010) the ADC will only be accepting applications for these positions from people who identify as Aboriginal and/or Torres Strait Islander.

About the Committee Vacancies

1. Accreditation Committee - Community member

We are looking to appoint a suitably experienced community member. This position will become vacant in March 2023.

The Accreditation Committee:

- oversees the assessment of programs for accreditation against the accreditation standards
- makes decisions and recommendations to the ADC on accreditation outcomes
- advises the ADC on accreditation matters, including accreditation standards.

The Accreditation Committee can meet up to six times per year either virtually or face to face. Committee members are paid an allowance in the form of a sitting fee for each meeting attended.

2. Assessment Committee - Community member

We are looking to appoint a suitably experienced community member. This position will become vacant in July 2023.

The Assessment Committee is a standing Committee of the ADC that makes recommendations and advises the ADC Board on matters relating to its assessment and examination processes. The Committee:

- develops and implements valid, reliable and defensible assessment/examination processes to determine the knowledge level and competency of those dental practitioners who are international graduates and others, as required
- monitors the performance of examinations monitors, reviews and evaluates examination procedures and outcomes for quality improvement purposes.

The Assessment Committee meets twice per year either virtually or face to face. Committee members are paid an allowance in the form of a sitting fee for each meeting attended.

For more information on the Accreditation Committee and Assessment Committee, a copy of the Committee Charters, can be found [here](#).

Selection Criteria

All applicants are required to specifically address the relevant selection criteria:

The following selection criteria are desirable for **the Identified community member** positions.

- identify as Aboriginal and/or Torres Strait Islander (essential)
- experience contributing to collective decision making through participation in meetings, committees, groups or forums
- ability to critically evaluate a wide range of information to make informed and reasoned decisions
- excellent oral and written communication skills and interpersonal skills, including the ability to communicate with a range of stakeholders
- consumer advocacy, preferably in the health industry
- regulatory and/or government environment experience.

However, experience or skills in the above areas is not mandatory, and applicants should not be discouraged from applying if they do not have experience in all areas.

All applicants are required to provide a written response which outlines any skills and experience in the above areas.

Application Process

To apply, find out more about the vacancies, or to express your interest in being considered for a Committee member position with the ADC, please contact Laura Malone, Manager HR at [**recruit@adc.org.au**](mailto:recruit@adc.org.au)

Applications must include:

1. A cover letter (max 2 pages) that identifies the skills, background and experience you will bring to the ADC as a committee member and demonstrates your alignment to the ADC's values
2. Full Curriculum Vitae
3. Two professional/cultural references with contact details
4. All applicants must complete the applicable Skills Matrix by copying the below URL and pasting into a browser.

Accreditation Committee Skills matrix:

https://www.surveymonkey.com/r/accreditation_skills_matrix

Assessment Committee skills matrix:

https://www.surveymonkey.com/r/assessment_skills_matrix

Applications close 5pm, 9 July 2023.

Suitable applicants will be invited to attend a virtual interview and may be contacted prior to the position closing date.

We welcome applications from people of all ages, abilities, religious and linguistic backgrounds and identities, genders, sexes and sexual orientations.

The ADC will provide reasonable adjustments for qualified individuals with disabilities.