



Position Description

Examinations Officer / Australasian Veterinary Examination (AVE)

Reports to: Executive Director

Time fraction: 0.6 (3 days/week)

Context - Council and Committee Overview

The [AVBC](#) acts on behalf of member registration boards of Australia and New Zealand, the Australian Veterinary Association and the New Zealand Veterinary Association. The AVBC and member boards are responsible for ensuring that the public can be confident about the standard of veterinary practice of any veterinarian registered in Australasia.

This new part-time/job-share role helps support the AVBC standing committee, the Australasian Veterinary Examination Committee (AVEC). AVEC is responsible for assessing the suitability for practice in Australia and New Zealand of overseas-trained veterinarians. It is responsible for the development and oversight of a competency-based examination system called the Australasian Veterinary Examination (AVE). Completion of the AVE is a pathway to veterinary registration in Australia and New Zealand for overseas-trained veterinarians whose veterinary qualifications are not recognised for the purpose of registration in Australia and New Zealand without further examination.

Together with the AVE Coordinator, the Examinations Officer will support AVEC and its functions and responsibilities including development and oversight of the AVE, the establishment and maintenance of standards, for registration purposes, of veterinary knowledge and clinical competence and in the conduct and delivery of the AVE.

Position Purpose

The primary purpose of the role is to provide support to the Executive Director, AVE Coordinator and AVEC, primarily in relation to AVBC examination activities – through administration of a range of processes and functions, the provision of high-quality support and advice to examination candidates and other stakeholders and accurate record keeping.

The occupant of this role will be able to work both independently and as member of the small AVBC staff team. They will be multi-skilled, proactive and an organised person with an eye for detail. They will have the experience to engage with both internal and external stakeholders and to assist AVEC and AVBC with the conduct and delivery of the AVE.

Key responsibilities:

The key responsibilities of the role are to:

Examinations management

- Undertake administrative, data entry, audit and analysis tasks to ensure the efficiency and accuracy of all examination candidate records, enrolments, assessment outcomes, examination registrations, certification and communications.
- Assist with the organisation, documentation and conduct of examination sessions, including eligibility assessments, scheduling, enrolments, maintenance of a database of candidates, timely information dissemination, record-keeping, timetabling, results collation and delivery, and other tasks as required. A detailed description of the Australasian Veterinary Examination can be found in the [Information for AVE Candidates booklet](#).
- Liaise with external examination partner regarding hosting and maintenance of the AVBC Question Bank on their custom item bank management platform and the preparation of the AVE Preliminary (MCQ) Examination papers.
- Liaise with external venue provider, and with the AVE's Chief clinical examiner, regarding the organisation and conduct of multiple AVE Final (Clinical) Examination sessions in Queensland each year.
- Maintain and update publications including information booklets, policy documents, application forms, etc relevant to the AVE.
- Maintain general contact with and notification to candidates and other involved persons.
- Keep statistics and prepare reports as required.

Attendance at examinations

- Assist with the organisation, documentation and conduct of examination sessions.
- Attendance at examination sessions as required.
- Act as a liaison and observer at Stage 2 examination sessions.

Data management and reporting

- Maintain a database of examination candidates.
- Query the database to extract information as required, and for reporting purposes.
- Data manipulation for use in merge functions and e-mail outs
- Assist in the development, maintenance and improvement of processes, procedures and systems that ensure accuracy and quality assurance of records and efficiency of delivery of tasks.

Effective support, coordination and administration

- Provide administrative support to the Australasian Veterinary Examination Committee, with in all aspects of its remit.
- Ensure the maintenance of records and document management systems, and the conduct of information analysis as required.
- Facilitate the planning, administration and effective coordination of examination sessions as required.
- Organise meetings, with both internal and external stakeholders, within agreed timeframes – including preparation of agenda, meeting papers and minutes.
- Provide clear, courteous, accurate and timely information in response to email and phone enquiries about the AVE and about AVBC more generally.

- Other responsibilities as delegated by the AVE Coordinator and Executive Director

Information management

- Assist in research and information gathering tasks relevant to AVEC and AVBC
- Assist in research and drafting of papers as required, including AVEC reports and advice to AVBC Council
- Ensure effective and timely management of content on the AVBC website relevant to the Australasian Veterinary Examination

Stakeholder engagement

- Liaise with key internal and external stakeholders
- Escalate issues and recommendations to the AVE Coordinator and AVE Executive Director as appropriate

Collaboration and teamwork

- Contribute as a productive and collaborative colleague, leading, assisting and participating in activities as required of a small staff group
- Represent AVBC effectively, with a high degree of professionalism and integrity

Key relationships:

Internal	<ul style="list-style-type: none"> • Executive Director, AVBC • AVE Coordinator, AVBC • AVBC staff • AVBC Council and Committee members
External	<ul style="list-style-type: none"> • AVE candidates • Examination partners • Veterinarians (overseas and onshore) • University academics and administrators • Student veterinarians • AVBC stakeholders including Working Groups • Government agencies

Key skills, qualifications and attributes

Essential

- Tertiary qualifications in a relevant field with appropriate experience will be highly regarded.
- Relevant work experience, preferably in a regulatory/compliance and/or education environment.
- Experience in one or more of a range of specialty areas, for example veterinary science, education delivery, assessment, database management (esp CRM systems), governance, facilitation will be highly regarded.
- Excellent oral and written communication and interpersonal skills and experience in dealing with a wide range of people.
- Highly developed administrative skills, including accuracy and attention to detail

- Highly developed analytical skills and the ability to think logically and strategically and to interpret information
- Demonstrated self-management and time-management skills, including the ability to prioritise, multi-task and manage deadlines
- Demonstrated ability to manage sensitive and confidential information and to maintain confidentiality
- Proficiency with Microsoft Office programs, including Word and Outlook. Intermediate Excel Skills and familiarity with Adobe Acrobat Pro and Forms is desirable. Experience with data and database management systems (CRM) will be highly regarded.
- The ability to quickly build trust and rapport with key stakeholders whilst actively managing expectations
- Demonstrated high level of personal drive and integrity
- Willingness and ability to operate in a small team environment with limited direct supervision

Desirable

- Understanding of the veterinary profession landscape
- Experience with examination administration
- Understanding of member boards and professions
- Timetabling and coordination

Workplace Health and Safety

All AVBC staff are fully vaccinated against COVID-19 and follow standard protocols to keep themselves and each other safe.

Additional Information

- Interstate travel may be required.
- Salary subject to skills and experience