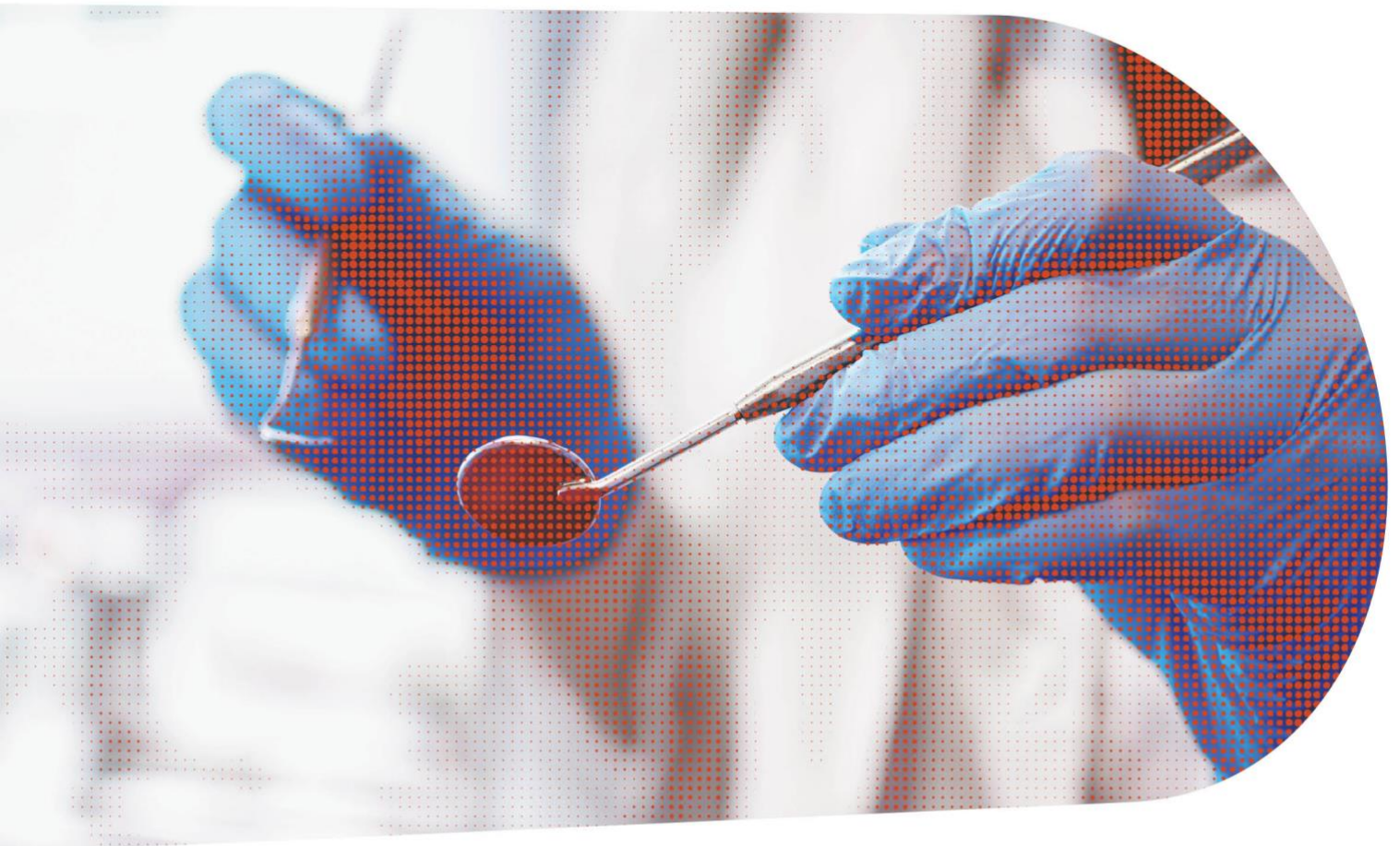


# Information pack

## ADC Board of Directors



Phone: +61 (0) 3 9657 1777  
Fax: +61 (0) 3 9657 1766  
Email: [enquiries@adc.org.au](mailto:enquiries@adc.org.au)

PO Box 13278  
Law Courts Victoria 8010  
Australia

[www.adc.org.au](http://www.adc.org.au)  
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ABN 70 072 269 900

### Document Version Control

Rev	Description	Originator	Reviewed	Approved	Date
1.0	Final	Manager, HR Manager, Communications	Chief Executive Officer	Chair, Board of Directors	May 2022

# Contents

About the ADC	3
Our Organisational Structure	3
Accreditation Committee	4
Assessment Committee	4
Finance Audit and Risk Monitoring Committee	4
People and Culture Committee	5
Our Values	5
Our Strategy	5
Key result areas of the Strategic Plan	6
Our Commitment to Cultural Safety	6
Our Financial Performance	6
Success Profile	7
ADC Board	7
Your success in the role	7
Selection Criteria	8
Application Process	8
<b>Other ways to work with us</b>	8

## About the ADC

The Australian Dental Council (ADC) is the authority assigned the accreditation functions for the dental professions in Australia. Our role works to protect the health and safety of the public by ensuring dental practitioners meet the high standards required of dental professionals in Australia.

We are assigned the accreditation functions for the dental professions by the Dental Board of Australia (DBA) under the National Registration and Accreditation Scheme (NRAS). Through our role, we are responsible for:

- Accrediting education and training programs leading to registration as a dental practitioner.
- Developing accreditation standards, policies, and procedures for Australian-based dental practitioner programs.
- Assessing the professional qualifications, knowledge, judgement, and clinical skills of overseas trained dental practitioners, excluding dental specialists, for the purposes of eligibility to apply for registration to practise in Australia.
- Developing standards, policies, and procedures for the assessment of qualifications and skills of overseas qualified dental practitioners, excluding dental specialists, seeking registration to practise in Australia.

The ADC is a not-for-profit company, limited by guarantee under the *Corporations Act 2001* (Cth). It is registered with the Australian Securities and Investments Commission (ASIC) and is a registered charity with the Australian Charities and Not-for-profits Commission (ACNC). Our offices and examination centre are based in Melbourne (Naarm).

The ADC has 35 employees. In addition to our core staff, the ADC has 10 Directors on our Board of Directors. The Board has established four Committees which includes representation from the dental professions, students, consumers and Aboriginal and Torres Strait Islander Peoples to ensure our decisions are valid and reliable. The ADC works with 138 examiners who ensure the smooth running of our examinations for overseas qualified dental practitioners, and 150 assessors responsible for the accreditation of dental practitioner education programs.

## Our Organisational Structure

Corporate governance underpins the way we perform our role as an accreditation authority. Effective governance is essential to the delivery of the [ADC Strategic Plan 2022-2024](#) and plays a crucial role in our success as an organisation.

The ADC has four Standing Committees: Accreditation Committee, Assessment Committee, Finance Audit and Risk Monitoring Committee, and People and Culture Committee. Our Committees help identify and manage issues and opportunities effectively, in-turn, providing the Board of Directors with the information they need to provide strategic direction to the wider organisation on its activities and projects.

More information on the work of our Committees during the 2021 financial year is available in our [2021 Annual Report](#).

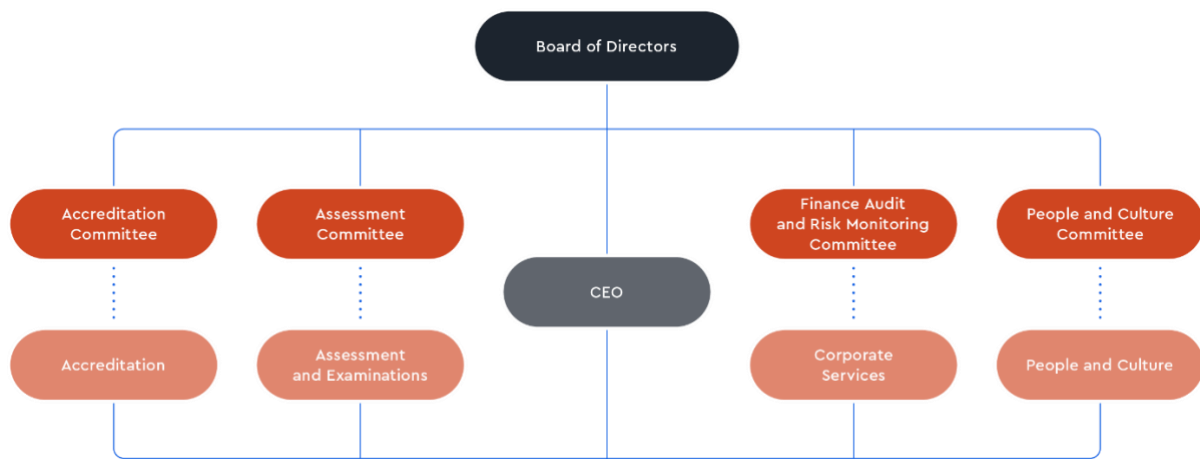


Figure one. Organisational structure

## Accreditation Committee

The Accreditation Committee is responsible for advising the Board of matters relating to the [ADC/Dental Council \(New Zealand\) accreditation standards for dental practitioner programs](#) (the Standards). The Accreditation Committee is made up of individuals representing academia, the dental professions, the community, the public sector, and dental students.

Other responsibilities of the Accreditation Committee include:

- Developing, reviewing, and consulting, where appropriate, on the Standards for dental practitioner programs and the Professional Competencies of the newly qualified dental practitioner.
- Assessing dental practitioner programs against the Standards and criteria and making decisions and/or providing recommendations regarding accreditation outcomes to the ADC Board of Directors.
- Monitoring accredited programs via annual reports, or other periodic reports, regarding the conditions of accreditation and program changes.
- Establishing and reviewing accreditation guidelines and processes.

## Assessment Committee

The Assessment Committee is responsible for ensuring our assessment processes are best practice. This Committee consists of representatives from the community, academia, previous candidates and the dental profession.

Key work of the Assessment Committee includes:

- Developing and implementing valid and reliable assessment and examination processes to determine the knowledge level and competency of overseas qualified dental practitioners seeking registration in Australia.
- Monitoring the performance of examinations through receiving comparative statistical data on areas such as countries of origin, pass rates, and attempt rates.
- Monitoring, reviewing, and evaluating examination procedures and outcomes for quality improvement.

## Finance Audit and Risk Monitoring Committee

The Finance Audit and Risk Monitoring (FARM) Committee is responsible for overseeing the ADC's financial performance, risk and compliance obligations.

Responsibilities of the FARM Committee include the monitoring of:

- Policies for investment and finance.

- The ADC risk management plan.
- The annual budget.
- Financial reporting.
- The management of assets.

## People and Culture Committee

The People and Culture Committee is responsible for advising the ADC Board of Directors on matters relating to the composition, structure, evaluation, selection, appointment, and succession planning of the Board and its Committees. It is also responsible for:

- Matters relating to the selection, appointment, and evaluation of the Chief Executive Officer.
- Progressing the ADC's People and Culture agenda to support the ADC Strategic Plan 2022-2024 as well as legal and best practice compliance. This includes progressing People and Culture strategies, policies and processes.

## Our Values

The ADC is a values-driven organisation. Our eight corporate values drive our day-to-day interactions with our stakeholders, and with each other.

The ADC corporate values are:



**Ethical**



**Respectful**



**Fair**



**Transparent**



**Independent**



**Supportive**



**Collaborative**



**Innovative**

## Our Strategy

The [ADC Strategic Plan 2022-2024](#) (Strategic Plan) recognises our place as leaders in accreditation and assessment. It establishes the key result areas that will set the ADC up for success as we diversify our business, and drive evidence-based innovations in the fields of accreditation and assessment.

## Key result areas of the Strategic Plan



### Leadership

We seek out activities and initiatives that demonstrate and confirm our leadership



### Quality

We drive activities and initiatives that continuously improve the quality of our services.



### Innovation

We are curious and actively seek new opportunities through innovation.



### Social responsibility

We make decisions that are ethical, safe, and sustainable

## Our Commitment to Cultural Safety

Accreditation authorities play a pivotal role in the Australian health system.

As an accreditation authority, it is the ADC's responsibility to ensure future health practitioners have the knowledge, skills, and capabilities to practise in a manner which is culturally safe. Cultural safety for Aboriginal and Torres Strait Islander peoples is intrinsically linked to public safety, which sits at the core of everything we do.

For this reason, it is essential that Aboriginal and Torres Strait Islander voices are involved at all levels of our decision-making process. This goes beyond the ADC team and senior leadership. We strive to ensure Aboriginal and Torres Strait Islander representation within our Board and Committees to incorporate Aboriginal and Torres Strait Islander ways of knowing, being, and doing in our decision making.

Our organisational vision is to remain a leader in accreditation and assessment nationally and internationally. This extends to our commitment as a leader in embedding cultural safety into our principles of reconciliation into every aspect of our work. We are signatories to the National Registration and Accreditation Scheme Aboriginal and Torres Strait Islander Statement of Intent which highlights our commitment to achieving equity in health outcomes between Aboriginal and Torres Strait Islander peoples and other Australians by 2031.

More information on how the ADC is committed to cultural safety for Aboriginal and Torres Strait Islander peoples is available in our [Reconciliation Action Plan](#).

## Our Financial Performance

The ADC's [Annual Reports](#) provide an overview of the organisation's financial performance year-on-year.

# Success Profile

## ADC Board

The Board has an important role at the ADC. It is primarily responsible for the governing, overseeing the affairs of, and making strategic decisions for the ADC and on behalf of its employees and stakeholders. The scope of the Board's authority is set out in the [ADC Constitution](#) and [ADC Board Charter](#) and includes making decisions about planning, resources, strategic direction, goals, and activities of the ADC. Specifically the ADC Board is responsible for:

- providing strategic direction and oversight
- monitoring the performance and activities of the ADC against its legal purposes and strategic plan,
- overseeing risk management for the ADC,
- recruiting, overseeing, and supporting the Chief Executive Officer to manage the organisation,
- ensuring the sustainability of the ADC by monitoring its financial viability and finances,
- reporting to members and stakeholders, and
- ensuring the organisation operates within the law, including maintaining its charitable status.

## Your success in the role

Successful Board members at the ADC bring a commitment to progressing the strategic priorities of the organisation alongside an ability to contribute expertise and considered thinking into our future strategic direction.

Your commitment to cultural safety and reconciliation at both a personal and systemic level will enable you to make a meaningful difference to the health outcomes of Aboriginal and Torres Strait Islander Peoples. By being part of the ADC, you will be working to ensure Aboriginal and Torres Strait Islander voices are embedded in 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.

You will provide input into the delivery of the ADC organisational strategy and strategic plan and will play a crucial role in ensuring good governance and strategic risk management. Your expertise will support the ADC to balance the criticality of the ADC achieving its core purpose with leveraging opportunities for business development and innovation.

As the successful applicant, you will be appointed for an initial term of 3 years. Throughout this period there will be an expectation that you will attend Board meetings of 1-2 days in duration, 4 times throughout the year and that you will arrive at those meetings prepared and having exercised due diligence. You may also be appointed to a Standing Committee of the Board to support the strategic direction of our Accreditation, Assessments, People and Culture or Finance, Audit and Risk management agendas.

Two additional terms of 3 years may be considered based on your performance in the role and your values alignment with the ADC.

## Selection Criteria

A commitment to Aboriginal and Torres Strait Islander cultural safety will be essential to be successful in this role, ideally coupled with an understanding of the critical role of cultural safety in improving public health outcomes.

Applicants will be assessed for their governance and leadership capability, and values alignment to the ADC.

Essential selection criteria are:

1. Thorough understanding of governance and fiduciary duties associated with Board Directorship.
2. Ability to contribute strategic thinking to organisational priorities, risk management and business development and growth.
3. Well-developed communication and influencing skills, including the ability to build strong networks and professional relationships.
4. Commitment to the values and strategic priorities of the ADC, including a commitment to Aboriginal and Torres Strait Islander cultural safety.
5. GAICD or equivalent, or a willingness to complete.

In addition to the mandatory criteria, experience in one more of following specific skills will be favourably considered.

1. Academic experience
2. International accreditation experience
3. Business development, particularly in international markets
4. Finance, risk management and strategic investment portfolio experience

## Application Process

To find out more about the vacancies, or to express your interest in being considered for a Board Director position with the ADC, please contact Dr. Chris Bourke, Deputy Chair of the ADC Board at [deputychair@adc.org.au](mailto:deputychair@adc.org.au)

Should you decide to apply after speaking with Dr. Bourke, your application will include providing a CV, completing a skills matrix survey, and attending an interview.

### **Other ways to work with us**

The ADC are always looking for talented people to work with us as assessors, examiners and/or committee members. If you are enthusiastic about helping the ADC achieve its vision, you are strongly encouraged to contact Dr Chris Bourke to discuss other opportunities to be part of our journey.

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

***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.***