



Position Title	Assessment Administrator	Reporting to	Assessment Development Manager
Pillar	Education Services	Direct reports	N/A
Classification	Level B	Employment Status	Permanent Full-Time (1.0 EFT)
Position Number	100035	Date	April 2019

The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40 000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia." We provide skills and knowledge assessment, educational training and ongoing professional development for practicing GPs. We develop resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

Our Values

RACGP Staff are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower staff to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Department

Education Services sets the strategic framework and operational activity for education in accord with the RACGP vision statement and strategic overview focused on the life journey of the general practitioner. It achieves this outcome by researching, developing, implementing, evaluating and maintaining the policy framework, curriculum and academic standards of a general practitioners training and education in Australia. This includes initiatives and requirements applicable to the three life-cycle phases of the RACGP curriculum comprising: pre-general practice, general practice under supervision and general practice – lifelong learning and concordance with internal and external regulatory and qualitative benchmarks.

Your Team

The Assessment team is responsible for:

- The development of assessments integral to the lifelong learning journey of the general practitioner, including:
 - Pathway selection assessments
 - In-Training Assessments
 - The RACGP Fellowship Examinations
- Academic leadership and standards in the area of assessment
- The creation and maintenance of assessment frameworks, models and tools
- Content creation, assessment construction, blueprinting, quality assurance processes, marking, standard setting, and reporting of assessments
- Pre and post-assessment resources for candidates, including practice exams
- Management of assessment development and delivery software
- Quality assurance and review of conjoint exams for Hong Kong and Malaysia.

Your Role

The Assessment Administrator oversees the logistical arrangements associated with the engagement of GP's in all assessment activities, this numbers approximately 250 GPs per exam cycle. The role is also responsible for timely payment of GP's, and organising events.

Key Responsibilities

1. Provide exam content administration through the entire exam development process, including: item and case formatting, creating exam papers in the assessment development software; sequencing exam papers; quality assurance of item tagging, categorisation, archiving, text, image acquisition, and marking key; and ad hoc assessment content requests.
2. Coordinate the progression of items from writer to review in the item writing process, including payments, through to the finalisation of each item.
3. Arrange item bank access and monitor the appropriate assignment of roles.
4. Maintain archive of exam papers in HPRM to reflect modifications to content during key development stages.
5. Administer the exam delivery platform SOAP, including creating staff profiles, uploading exam papers and running practice exams.
6. Undertake User Acceptance Testing (UAT) of both Item Bank and SOAP, as required.
7. Assist the Assessment Development Manager in organising events such as standard setting, including arranging flight books, accommodation, catering and other expenses.
8. Assist the Assessment Development Project Coordinator in ad hoc projects and tasks related to exam

development.

9. Provide assistance with the systems and support GP's in various assessment activities, such as: KFP marking and standard setting final estimates.

Environment, Health and Safety

1. Complies with the RACGP's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation.

Your Relationships

Your role requires interaction with the following stakeholders:

RACGP Staff:

- Assessment Development Manager
- Assessment Development team
- Assessment Operations team
- Research, Evaluation and Analysis team
- Other Education Services team members
- IT
- Finance
- QI&CPD team

Other:

- GPs
- FcM Travel and other travel/accommodation agencies
- Catering companies

Key Selection Criteria

As a **suitable** candidate, you will have:

- Strong organisational and time management skills.
- Excellent communication style with the ability to communicate effectively with all levels of staff and management.
- Demonstrated excellent attention to detail
- Understanding of payment coding and processing.
- Advanced computer literacy including MS Office suite and experience with records management software.
- A team player who enjoys being part of a team and can work confidently with stakeholders with different levels of seniority within an organisation.
- Satisfactory police check

As an **ideal** candidate, you will **also** have:

- Experience in a fast past environment where there are strict deadlines
- Experience in the use of: Project, Endnote, HPRM, iMIS, Advanced Excel and Outlook

Qualifications

As a **suitable** candidate, you will have completed:

A post-secondary qualification in business/office administration, human resource management, events management or other relevant area.

As an **ideal** candidate, you will have completed:

A degree in business/office administration, human resource management, events management or other relevant area.

Workplace Behaviours

In your role, you are expected to:

Positively influence others

Take initiative

Focus on service

Make effective decisions

Be transparent

Be respectful

Be emotionally intelligent

Be flexible and adaptive

Strive for excellence

Demonstrate integrity

Be accountable

Collaborate

Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

I, _____, acknowledge that I have read and understood the **Assessment Administrator** position description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee: _____ (signature) Date: _____

This Position Description is approved by:

H.R:



(signature)

Date: 11/4/2019