



<b>Position Title</b>	Education Administrator	<b>Reporting to</b>	State Manager, RACGP Queensland
<b>Pillar</b>	Faculties	<b>Location</b>	Brisbane
<b>Department</b>	Queensland Faculty	<b>Direct reports</b>	N/A
<b>Classification</b>	Level B	<b>Employment Status</b>	Maternity Leave Full-Time (1.0 FTE)
<b>Position Number</b>	100708	<b>Date</b>	February 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 39,000 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 Team

The Queensland Faculty is the main point of contact for members and stakeholder in Queensland. The faculty provides locally focused member services including:

- In line with national campaigns, assist with recruitment and retention of RACGP members and develop strategies to promote membership at the local level.
- Provide a forum for members to actively engage in RACGP activities and activities on behalf of the RACGP
- Promoting collegiality and pride in the profession
- Advocacy and leadership to promote the profession to key stakeholders
- Delivering education and collegial activities

The faculty's core work areas are:

- Delivering member services and responding to the local needs of RACGP members
- Coordinating the FRACGP examination and related activities in Queensland
- Coordinating the Quality Improvement and Continuing Professional Development (QI&CPD) Program in Queensland
- Developing and delivering member events included conferences, educational workshops and collegial functions such as the Fellowship and Awards Ceremony

## Your Role

To assist the Queensland Faculty Examinations Team to function professionally, effectively and efficiently through:

- Providing administration and organisational support to facilitate the Fellowship Assessment processes.
- Providing administration support to the RACGP Queensland Censor.
- Providing administrative, logistical and operational support for the delivery of the RACGP Fellowship Exam components in Queensland.

## Key Responsibilities

1. Administer the processes to enable Completion of Training and Recognition of Prior learning applications
  2. Coordinate delivery of exam feedback sessions for unsuccessful candidates with the Censor as required
  3. Provide administrative support to the delivery of the faculty's Fitness for Intended Clinical Practice Interview.
  4. Provide administration, logistical and operational support for the delivery of each of the RACGP Fellowship Exam components
  5. Other duties as directed by Management
- **Some of these responsibilities are delivered outside of normal business hours (i.e. evenings and weekends). This role will require a willingness to work on some evenings and weekends.**

## 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

## Equity, Diversity and Inclusion

1. Models and promotes appropriate behaviour in relation to equity and diversity principles and practices
2. Embraces RACGP's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas, promotion of staff equity and diversity policy/training and RACGP's Reconciliation Action Plan

## Your Relationships

Your role requires interaction with the following stakeholders:

### **RACGP Staff:**

Queensland Faculty staff, Fellowship Services, RACGP State Censor, RACGP Queensland Assessment Panel Chair, QI and CPD Department, RACGP Finance Department, Marketing Department

### **Other:**

Regional training organisations (RTO), hospitals, universities, registrars, current and prospective RACGP members, Queensland Faculty Panel of Examiners, Caterers, Suppliers

## Key Selection Criteria

### Experience, knowledge and Skills

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

- Demonstrated experience in an administration support role
- The ability to plan and organise work to meet deadlines and maintain a high level of attention to detail
- Well-developed written and oral communication skills
- Excellent customer service skills with the ability to develop and sustain positive relationships with stakeholders, committee members and other RACGP members
- Commitment to working constructively in a small team, supporting team members whilst taking responsibility for your own work
- A very high regard for confidentiality, security and ethical conduct
- Demonstrated experience in the use of Microsoft Office products, particularly Outlook, Excel and Word

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

- Knowledge and experience with iMIS software, the RACGP CRM database
- Knowledge and experience of Record Manager RM8 (TRIM), document management software
- Experience working in a health related or education related organisation
- Experience in an accreditation/certification role with a medical college or professional association

### Qualifications

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

- A post-secondary qualification in office administration or similar

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

- A relevant tertiary qualification

## 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) 2014 or subsequent agreement.

## Declaration


I **XXXXXXX** acknowledge that I have read and understood the **Education 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: \_\_\_\_\_

Position Description is approved by:

H.R:

 (signature)

Date: February 11, 2019