



<b>Position Title</b>	Examinations Coordinator	<b>Reporting to</b>	State Manager RACGP Queensland
<b>Department</b>	RACGP Queensland	<b>Direct reports</b>	NIL
<b>Classification</b>	Level D	<b>Employment Status</b>	Full-Time, Maternity Leave (1.0 FTE)
<b>Position Number</b>	100382	<b>Date</b>	January 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 practising 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

RACGP Queensland is the main point of contact for College 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 core work of RACGP Queensland includes:

- Delivering member services and responding to the local needs of RACGP members
- Coordinating the FRACGP examination and related activities in Queensland
- Delivering 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

The **Examinations Coordinator** will oversee the implementation and delivery of all RACGP examination activities in Queensland.

- Weekend work - Please note that the successful incumbent will be required to work 10-12 weekends per year, this generally will involve either a Saturday or Sunday depending on the event (Time off in lieu will apply).

## Key Responsibilities

- Coordinate the activities of the RACGP Queensland Examinations team.
- Lead the planning, development and delivery of the FRACGP OSCE, AKT and KFP examinations in Queensland in line with national processes and procedures.
- Respond to candidate and examiner enquiries and feedback.
- Coordinate the faculty's examiner recruitment; utilise national resources to meet future strategies in retention and engagement.
- Coordinate the faculty's examination preparation activities, including exam preparation programs and other related initiatives.
- Co-ordinate the budget management of exam related costs and ensure appropriate coding of invoices.
- Provide operational support and guidance to the RACGP Queensland Censor, Assessment Panel Chairs, Examiners and candidates.
- Other duties as requested by Manager
- Deliver agreed KPIs – to be developed in conjunction with Manager
- Delegated Authority (Budget \$ or otherwise): N/A

## 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
3. 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:**

State Manager, RACGP Queensland  
RACGP Queensland staff  
RACGP Queensland Censor and APCs  
National departments – Fellowship Services; Exam Delivery; Assessment

### **Other:**

RACGP Queensland panel of examiners  
Regional Training Organisation  
Suppliers such as hospitals, caterers, function centres  
Simulated patients

## Key Selection Criteria

### Experience, knowledge and Skills

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

- Proven ability to plan and manage multiple project timeframes to ensure all deadlines are met on time and in budget.
- Excellent ability to solve problems and take initiative with complex and confidential issues.
- Experience leading, supervising and developing a small team.
- Excellent verbal and written communication skills with a strong ability to network.
- Computer literacy – familiarity with Microsoft Office suite of products and technical ability in the set-up of equipment.
- Effective contract management skills to manage contracts with suppliers and troubleshoot when required.

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

- Knowledge and experience with iMIS software, the RACGP database
- Knowledge and experience of electronic document management software
- Experience working in a health related or education related organisation.

### Qualifications

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

- A relevant tertiary qualification and experience

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

Post tertiary qualification in events, education or other relevant discipline

## 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, \_\_\_\_\_ acknowledge that I have read and understood the **Examinations Coordinator** 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: 23/01/2019