



Position Title	Council Administrator	Reporting to	Manager - Policy, Governance & Accreditation
Department	Policy, Governance & Accreditation	Direct reports	N/A
Classification	Level B	Employment Status	Full Time Permanent
Position Number	100683	Date	March 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 Division

Education Services develop, support, review and maintain standards for all aspects of a GP's training and education across the lifelong journey of General Practice. This includes areas such as: undergraduate education; early postgraduate years; registrar training in general practice; pathways to Fellowship and the continuing professional development of GPs.

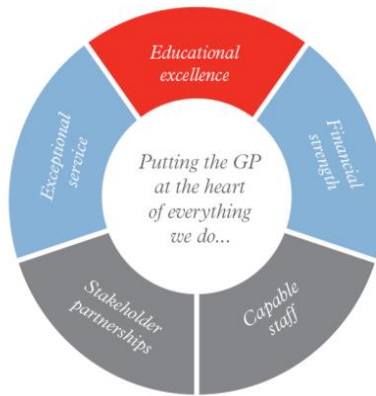
Your Team

The Policy, Governance and Accreditation team delivers a range of functions which bring clarity, guidance and good governance to Education Services (ES). The team is responsible for:

- Implementation of a Quality Management System (QMS) for ES and for key cross-college functions
- Providing support for and delivery of ES operational and program evaluations
- Managing the AGPT education research grants and academic posts programs
- Accreditation of providers of general practice training, including monitoring any conditions that may be applied
- Development and maintenance of policy frameworks and policy documentation in pre and post Fellowship Education; Communication and interpretation of new or changed policies and assistance with implementation
- Oversight and maintenance of Education content on the RACGP website
- Processing appeals, misconduct and complaints cases
- Governance oversight and administrative support for a number of decision making and advisory bodies including:
 - The Council of Censors (CoC)
 - the Advisory Council of Assessment (ACoA)
 - The Academic Assessment Panel
 - RACGP Expert Committee – Pre Fellowship Education
 - RACGP Expert Committee - Post Fellowship Education
 - the RACGP Censor in Chief (CiC)
- Management of committee members' and New Fellows' business arrangements
- Support for:
 - International conjoint exam colleges' operations
 - Medical educator network
 - Remediation and return to practice
- Oversight of ES requirements in ShareFile
- Managing support provided by the Administrative Assistant across Education Services teams

Many team members have more than one work stream in their role and work in dual or multiple reporting situations. While all team members report to the team manager, they may also respond to managers, RACGP office bearers or others who provide leadership for part or most of their work content.

The strategic framework for Education Services focuses on five strategic objectives as highlighted in the diagram below. All of the activities identified in this work plan are designed to support one or more of these strategic objectives.



Your Role: The role coordinates the efficient and effective operation of the Education Services councils and committees meeting program.

Key Responsibilities

1. Develop the Education Services councils and committees annual meeting program, with reference to council and committee members and the ES teams.
2. Provide administrative and logistical support for the Education councils and committees and the RACGP Censor in Chief including travel, accommodation, payments, access to documentation, meeting invitations and arrangements, and budgeting.
3. Develop and maintain positive and collaborative working relationships with internal and external stakeholders.
4. Produce documentation including minutes and meeting papers, prior to and following council and committee meetings. Maintain a comprehensive archive of all meeting papers and minutes in the electronic document management system.
5. Administer the effective operation of platforms such as ShareFile, TechOne and payGP.
6. Administer statements of works and payments for ES contractors such as the Recent Fellow (RF) on the ACOA and the REC members and chairs.
7. Provide support across Education Services teams.
8. Support the recruitment and induction process for the RF position and the induction process for a new Censor in Chief.
9. Assist in the development, management and continuous improvement of systems and processes within the council and committee business area.

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:

- Education Services managers, staff members and contractors
- Staff members in other areas of the RACGP e.g. National Rural Faculty, Member Services, IT, National Faculty of Aboriginal & Torres Strait Islander Health, state faculties, Finance, RACGP Legal Counsel, the Censor in Chief
- The Office of the CEO and President
- Censors, Assessment Panel Chairs and National Assessment Advisors
- The RACGP Censor in Chief

External:

- RACGP Expert Committee members and chairs.
- The Recent Fellow representative on the ABOA
- Other stakeholders from time to time that relate to projects within Education Services

Key Selection Criteria

Experience, knowledge and Skills

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

- Strong planning and organisational skills with demonstrated ability to work flexibly to deadlines and on multiple tasks/projects
- Excellent stakeholder engagement and credibility in working with committees and stakeholders and a collegiate approach to working with staff within the organisation at all levels
- Demonstrated high level knowledge of MS Office, electronic document management, financial and communication platforms
- A high level of accuracy in all work
- Experience in the production and drafting of written documentation such as minutes, agendas, meeting papers and financial records
- Demonstrated high level verbal communication and interpersonal skills
- Experience in a role that requires confidentiality

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

- Prior work experience in any or all of a health workforce, council coordination, committee management, government, an education and training environment

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

A relevant qualification.

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

A university degree in business administration or in a health or education-related field.

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.

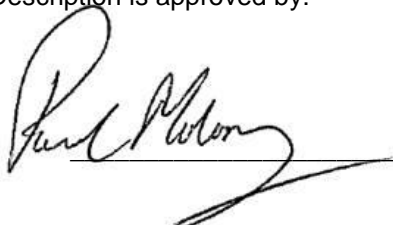
Declaration

I acknowledge that I have read and understood the Councils 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: April 2019