

Position Title	Assessment Development Administrator	Reporting to	Assessment Development Manager
Department	Assessment Development	Direct reports	N/A
Classification	Level B	Employment Status	1.0 FTE , Fixed Term Contract/Secondment until July 2021
Position Number	TBA	Date	July 2020

## 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 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

The Education Services division supports the RACGP in the delivery of its strategic goals for Education. The aim is to deliver excellence in career-long education, training and assessment for GPs.

The Education Services division:

- Develops key documents such as the RACGP Curriculum for Australian General Practice, the Standards for general practice training, the Competency profile of the Australian general practitioner at the point of Fellowship and the Education Services policies. Together these provide an overarching framework for the development of education, the delivery of training and the conduct of assessment at all stages in the general practice journey.
- Via its committee structure and clinical staff, provides mechanisms to access current, high quality advice from working GPs and subject matter experts on the RACGP's educational operations, policies, and future directions.

- Develops and delivers assessments which control entry to the profession, selection into a training pathway, and admission to Fellowship.
- Develops and delivers educational resources to support all stages of career-long learning, based on national and international evidence and developments in best practice.
- Incorporates the operations of RACGP Rural including Rural Generalist training.
- Assesses eligibility for RACGP assessments, examinations, and Fellowship.
- Assesses specialist international medical graduates in general practice for entry to the Medical Board of Australia's specialist pathway.
- Provides independent adjudication about exceptional circumstances related to progression of individual candidates or applicants
- Maintains the RACGP's accreditation as a specialist medical college with the Australian Medical Council

## Your Role

The Assessment Development Administrator provides the logistical arrangements associated with the engagement of GP's in all assessment development activities. The role is also responsible for timely payment to GP's, providing assistance in organising events, managing day to day requests around assessment systems and processes.

## Key Responsibilities

- 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.
- Coordinate the progression of items from writer to review in the item writing process, including payments, through to the finalisation of each item.
- Arrange item bank access and monitor the appropriate assignment of roles.
- Maintain archive of exam papers in HPRM to reflect modifications to content during key development stages.
- Administer the exam delivery platform SOAP, including creating staff profiles, uploading exam papers and running practice exams.
- Undertake User Acceptance Testing (UAT) of both Item Bank and SOAP, as required.
- Assist the Assessment Development Manager in organising events such as standard settings, item/case writing workshops and other events, including arranging flight books, accommodation, catering and other expenses.
- Assist the Assessment Development Project Coordinator in ad hoc projects and tasks related to exam development.
- Provide assistance with the systems and support GP's in various assessment activities, such as: KFP marking and standard setting etc.
- Participate in the RACGP Performance Review Cycle.
- Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
- Other duties as required.

## Environment, Health and Safety

1. Complies with the College'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 College in relation to activities taken by the College to comply with OH&S and environmental legislation.

## Your Relationships

Your role requires interaction with the following internal and external stakeholders:

### Internal:

- Assessment Development Manager
- Assessment Operations Manager
- Assessment Development/Operations staff
- Other Education Services team members
- Other RACGP Departments

### External:

- Member GPs
- Travel and accommodation agencies
- Catering companies

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

- Previous administration experience in a complex organisation
- 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 (Word, Excel and PowerPoint, Document Management systems) 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.

#### Highly Desirable

- Experience in a fast pace working environment where there are strict deadlines
- Experience in the use of: Project software, , HPRM, iMIS, Advanced MS Office skills

## Qualifications

#### Essential

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

#### Desirable

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, (NAME) acknowledge that I have read and understood the Assessment Development 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	23/06/2020