

Position Title	Program Lead – Exam Support	Reporting to	Education Model Development Project Manager
Business Unit	PLT	Direct reports	N/A
Classification	Level C	Date	August 2022

## Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

## Our Values

RACGP Employees are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower employees 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 RACGP is currently undertaking a complex transition program to establish its new Profession-Led, Community-Based Training (PLT) capability to train medical doctors in General Practice as a key component of the Department of Health's Australian General Practice Training (AGPT) Program. The PLT transition is a fundamental change to the delivery of GP training in Australia, providing an opportunity to improve the quality, safety and accessibility of GP services for all Australians. This transition will build new capabilities from the ground up as well as transfer capabilities from the existing Regional Training Organisations that currently provide AGPT training services. A growing team is in the process of defining, planning and implementing this business transformation program, with a range of inter-related projects in-flight or being established.

## Your Role

The RACGP are in the process of implementing substantial changes to the arrangements for GP Training (RACGP Led Training (RLT) Transition). These changes affect the end to end operating model, including funding, accountabilities, processes, roles, systems, service providers and related capabilities. To ensure that these extensive changes are successfully implemented, they need to be appropriately defined, planned and implemented as professionally managed operating model transition projects.

To support transition activities, we are seeking a Program Lead for a fixed term contract until March 2023. Working with the Chief Transition Officer, Principal Medical Education Advisor, Lead Transition MEs, Manager Assessment Innovation and the Education Model Development Program Manager, as well as key project and operational resources across the organisation, the Program Lead will manage delivery of Exam Support program as part of the PLT Education Program project.

This role will be required to work across the business and with external stakeholders (particularly Regional Training Organisations at all levels).

## Key Responsibilities

In conjunction with the PLT Medical Education and Senior Leadership team

- Working with the Medical Educator Lead, lead the development of the Exam Support Program as part of the PLT Education Program ensuring development of an AGPT exam preparation program that can be delivered regionally that avoids duplication and complements the exam preparation courses that the RACGP is required to offer to all exam candidates.
- Ensure the coordination and provision of expert advice, input and liaison that informs the development of the project work.
- Establish and maintain collaborative relationships with internal and external stakeholders
- Act as a liaison point to ensure that feedback from relevant stakeholders is encapsulated in program development.
- Ensure that communication with key groups, stakeholders and communities is open, inclusive and timely.
- Provide support to the Education Model Development Program Manager in the implementation and management of approved projects, including risks, issue and dependency management, and ensuring project timelines are met
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential

- A tertiary qualification in a related discipline or relevant work experience.
- Demonstrated understanding of contemporary issues in medical education and training.
- Proven knowledge of the health sector, AGPT Program and Regional Training Organisations contracted to deliver these programs
- Demonstrated ability to synthesise complex information into concise written reports, project plans, policies and processes.
- A track record of being able to quickly and effectively build and maintain strong working relationships with a diverse group of stakeholders
- Excellent written and verbal communication skills, including the ability to succinctly communicate key project aspects to stakeholders at various levels.
- Experience in working on multiple concurrent projects with complex interdependencies with other project/s and operational activities.

- Ability to take high level guidance in an unstructured, multi-stakeholder environment and develop structured, methodical project plans.

### Highly Desirable

- Tertiary qualification in Education.
- A professional qualification in project management (e.g. Prince 2, PMBoK).
- Experience of working in the RTO/RVTS sector.
- Experience in coordination of AGPT exam support programs within the RTO/RVTS sector
- Knowledge of general practice education and training sector.

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal (RACGP):

- Education Model Development Project Manager
- Principal Medical Education Advisor
- Lead Transition MEds
- Manager Assessment Innovation
- Education Program team
- Project oversight team
- RACGP Medical Educators
- Other internal stakeholders as required

### External (RTOs):

- Medical educators
- Learning support team members e.g. Training coordinators or equivalent
- Other external stakeholders as required

## Workplace Behaviours

In your role, you are expected to:

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|---|----------------------------|
| • Exhibit good leadership                               | • Be flexible and adaptive |
| • Have an engaging style and be able to enthuse others  | • Strive for excellence    |
| • Be innovative and have a creative outlook             | • Demonstrate integrity    |
| • Show compassion, patience, initiative and flexibility | • Be accountable           |
| • Positively influence others                           | • Collaborate              |
| • Take initiative                                       |                            |
| • Focus on service                                      |                            |
| • Make effective decisions                              |                            |
| • Be transparent  |                            |
| • Be respectful   |                            |