

Position Title	Assessment Development Administrator	Reporting to	Manager, Assessment Development
Division	Education Services	Direct reports	N/A
Classification	Level B	Employment Status	Full time permanent (1.0 FTE)
Position Number	100032	Date	Aug 2021

The 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 Australian's 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 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 day to day support for the exam development activities. The role also provides support in assisting the GPs in a range of exam development tasks, including day to day exam system support, payments, correspondence with exam writers, and other similar admin requests.

Key Responsibilities

- Provide system administration support for the assessment system through database management, data entry, user management and support.
- Perform admin quality assurance tasks including QA for data migration using exam QA guides and provide feedback to medical educators
- Provide assistance to GPs in a range of exam development tasks, including image acquisition and exam formatting etc
- Provide exam content administration through the entire exam development process, including: quality assurance of item tagging, categorisation, archiving, text, image acquisition, 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.
- Maintain and organise archive of exam papers in content manager/filing system to reflect modifications to content during key development stages.
- Assist the Assessment Development Project Coordinator in ad hoc projects and tasks related to exam development.
- Participate in the RACGP Performance Review Cycle.
- In consultation with Manager/supervisor, deliver agreed Work Performance Goals.
- Other duties as required.

Environment, Health and Safety

1. Comply with the RACGP's wellbeing and workplace OH&S policies and procedures.
2. Take reasonable care for your own health and safety, along with other RACGP employees, members and visitors.
3. Ensure that hazards and incidents, near misses and injuries are reported immediately to your Manager.
4. Actively and willingly participate in health and safety, wellbeing, emergency evacuation training, meetings and workplace activities.
5. Do not wilfully place at risk the health or safety of any person in the workplace.
6. Always work proactively to uphold the highest standards of health and safety in the workplace, including working remotely, behavioural conduct and whilst undertaking all associated duties of your role.

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 GP's
- Travel and accommodation agencies
- Catering companies

Key Selection Criteria

Experience, Knowledge and Skills

Essential

- Excellent communication style with the ability to communicate effectively with all levels of staff and management.
- Advanced computer literacy (Word, Excel and PowerPoint, Document Management systems) and experience with records management software.
- Previous administration experience in a complex organisation
- Strong organisational and time management skills.
- Demonstrated excellent attention to detail
- A team player who enjoys being part of a team and can work confidently with stakeholders with different levels of seniority within an organisation.
- Satisfactory completion of a National Police Check may be required.

Highly Desirable

- Experience in a fast pace working environment where there are strict deadlines.
- Experience in the use of assessment software, database management, project software.

Qualifications

Essential

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

Desirable

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

Workplace Behaviours

In our workplace your actions and behaviours will:

- *Positively influence others*
- *Take initiative*
- *Focus on quality service delivery*
- *Make effective decisions*
- *Be transparent*
- *Prioritise respectfulness*
- *Strive for excellence*
- *Be flexible and adaptive*
- *Demonstrate integrity*
- *Be accountable*
- *Celebrate collaboration*

Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

I, **(insert name)** acknowledge that I have read and understood the **(insert position title)** 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: _____