



RACGP

Royal Australian College of General Practitioners

Position information pack

# *General Manager, Pre-fellowship Education*



Position Title	General Manager, Pre- fellowship Education	Reporting to	Chief Executive Officer
Department	Education Delivery	Direct reports	4
Classification	Senior Management – Band 2	Employment Status	Contract 3 years with opportunity of renewal (1.0 FTE)
Superannuation	9.5%	Date	May 2019
Position Number:	XXXXXX		

## 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 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 Team

The Pre fellowship delivery area maintains services, standards and processes to ensure consistent and high quality delivery of training across all RACGP Fellowship pathways. This includes Registrar Training in General Practice, The Remote Vocational Training Scheme, The Practice Experience Pathway, The General Practice Experience Pathway (ending 2022), Specialist Recognition Pathway and Rural Generalism Pathway (once established). It encompasses all trainees working towards fellowship in each of the RACGP fellowships pathways. The area has major responsibility for establishing cooperative working relationships with a range of external organisations: Regional Training Organisations, Government agencies and recognised representative bodies including GPSA, and GPRA. It is critical that the incumbent works in close collaboration with the GM Education Services.

The delivery of the national education functions of the RACGP will occur directly from the Education Delivery and also via the RACGP's network of state and national faculties. Education Delivery is therefore directive of and also responsive Regional Training Organisations (our delivery partners) and RACGP's faculty offices. Education Delivery will also be responsive to the RACGP Expert Committee Pre-Fellowship.

## Your Role

As a key member of the Senior Leadership Team, the role significantly contributes to the RACGP's overall strategic direction and will work to ensure the RACGP achieves its annual strategic and budgetary targets along whilst contributing to the long term development of the RACGP. Success in this position will be achieved both through an integrated and cooperative organisational approach and exceptional internal and external relationship skills together with high levels of innovation and accountability.

The role is responsible for leading the development and sound management of the Pre Vocational Education delivery plan and includes the provision of robust, well researched and timely policy advice to the Chief Executive and indirectly to the Board.

## Key Responsibilities

- As part of the Senior Leadership Team, deliver the organisation's short and long term strategic direction aligned to the RACGP council priorities and goals.
- Develop the budget, strategy, implementation and evaluative processes for the Pre Vocational Education area with the support of finance, CEO, area staff and provide accurate up to date reports to the CEO.
- Work with the CEO and senior leadership team to develop and implement synergies, systems and procedures to improve the effectiveness of and reduce costs for the RACGP.
- Management and accountability of key Commonwealth education delivery contracts and other internally auspiced pre vocational education initiatives.
- Program management of key programs to deliver agreed outcomes as defined by the College.
- Overseeing and being responsible for the successful management of the RACGP brand within the prevocational medical education sector and its development in line with RACGP values and vision.
- Proactive leadership to all business unit managers and staff by effectively communicating and actioning plans to develop and strengthen the organisation's resource capability and skills, financial reporting, business planning, operational processes and policies.
- Leading and developing diverse teams of professional staff and successfully develop, motivate and manage the teams to achieve goals set and to foster unity and a positive acknowledging culture.
- Participate and contribute to developing and promoting a "one RACGP" culture.
- Leverage new revenue opportunities within existing or potential RACGP products and services by working across the various areas of the RACGP to secure these.
- Develop and maintain networks between managers, committee members, staff and external stakeholders through effective stakeholder management.
- Foster strategic external alliances and joint project implementation in educational areas of work
- Other duties as directed by the CEO.

## 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.

## Your Relationships

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

### RACGP Staff:

- CEO and Senior Leadership Team
- Faculty Managers
- Senior Education Managers and Education
- staff

### Other (Council Members, Board Members, GPs, RACGP Members etc):

- Federal and State Governments and agencies (GPRA, GPET, RTOs)
- National Standing Committees as required

## Key Selection Criteria

### Experience, knowledge and Skills

As a **SUITABLE** candidate you will have:

- Program management skills as demonstrated by previous experience.
- Proven ability to identify business needs, develop and implement change and process improvement.
- Contract management skills with the ability to autonomously problem solve.
- Demonstrated skill to prepare reports to meet all KPI's.
- Highly developed and credible communication and interpersonal skills to establish and maintain highly functional relationships.
- High level strategy and business planning skills to plan and establish short and medium range business initiatives to achieve implementation.
- Experience in senior level financial/budget management, delivering cost effective solutions.
- Strong people and time management skills to finalise outcomes.
- Demonstrated high level analytical and conceptual skills with the ability to create options, and select and implement workable solutions within complex environments.
- Excellent written and verbal communication skills to advise or influence senior management, boards or committees in a variety of forms including presentations and written reports.
- Excellent presentation skills in academic and other external forums.
- Proven networking abilities and skills.
- Knowledge of statistical methods and practices.
- High level skills in committee management.
- Ability to travel and provide assistance after normal working hours.
- Satisfactory police check.

As an **IDEAL** Candidate you will also have:

- Extensive experience in successfully building a responsive customer service culture with demonstrable skills in redesigning processes to ensure best practice customer service management.
- Understanding of GP, the educational paths in general practice and GP culture.
- Understanding of general practice directions and opportunities.
- Experience working in complex environments.
- Experience in leading diverse teams.

## Qualifications

As a **SUITABLE** candidate you will have completed:

- Tertiary qualifications in education and / or business or other relevant area are essential.
- Extensive senior management experience is essential.

As an **IDEAL** Candidate you will have completed:

- Post-graduate qualification in Business or other relevant field.
- Additional tertiary qualifications at masters or doctoral level in medicine or education preferred.
- Project management experience and an understanding of Australian health and general practice.

## 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

I, \_\_\_\_\_ acknowledge that I have read and understood the General Manager Pre-fellowship Education position description which forms part of my employment contract from the date of issue.

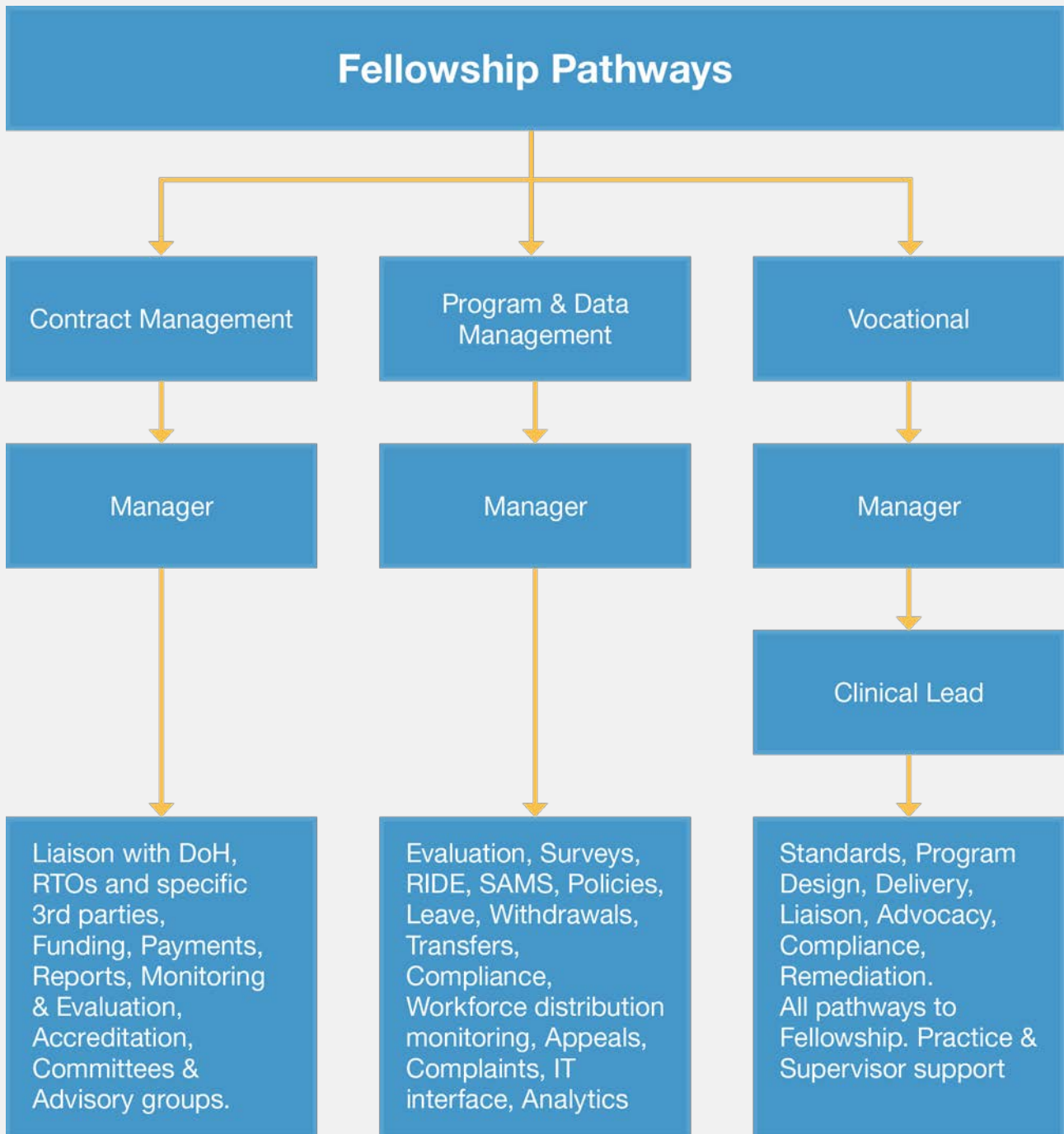
I accept that the Position Description

**Employee:** \_\_\_\_\_ (signature) **Date:** \_\_\_\_\_

This Position Description is approved by:	
H.R: 	Date: May 20, 2019



This unique greenfield opportunity will be responsible for *shaping the way GP training is delivered nationally*. As the General Manager, Pre-fellowship Education you will lead the development and management of the Pre Vocational Education delivery plan.



## Fellowship Pathways

There are a number of different pathways to Fellowship of the RACGP. Please refer to the link below:

<https://www.racgp.org.au/education/registrars/fellowship-pathways/policy-framework/fellowship-pathways-policy-framework>

## Practice Experience Program (PEP)

Is a self-directed education program designed to support non-vocationally registered doctors on their pathway to RACGP Fellowship

<https://www.racgp.org.au/.../imgs/.../practice-experience-program>

## Australian General Practice Training (AGPT)

Is a postgraduate vocational training program for medical graduates pursuing a career in general practice.

<https://www.racgp.org.au/.../australian-general-practice-training-program-agpt>

## Remote Vocational Training Scheme (RVTS)

It a three to four-year program delivers structured distance education and supervision to doctors while they continue to provide general medical services to a remote and/or isolated community.

<https://rvts.org.au/training/pathway>

For further information please contact Natalie Sherwill at [natalie.sherwill@racgp.org.au](mailto:natalie.sherwill@racgp.org.au) or refer to our website [www.racgp.org.au](http://www.racgp.org.au)





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Healthy Profession.  
Healthy Australia.