

Position Description

Position Title	Selection Coordinator	Reporting to	Selection Lead
Business Unit	Education	Direct Reports	NA
Classification	Level D	Date	October 2023

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 Education Business Unit plays a critical role in ensuring that the RACGP has the right mechanisms to support, review and maintain Education and Training standards for all aspects of a GP's training and education across the lifelong journey of General Practice. In maintaining the Education and Training standards, Education teams develop and deliver educational activities, Fellowship examinations, set and apply eligibility, selection and entry criteria for Fellowship pathways, and implement the RACGP's strategic vision. The functions of Education include:

- Medical Educators and Censors
- Assessment
- Education Governance and Development
- Continuing Professional Development (CPD)

Your Role

The Selection Coordinator reports to the Selection Lead and coordinates a range of activities relating to selection into the Australian General Practice Training (AGPT) program. The position also takes direction from the National Assessment Advisor – Selection.

The position is responsible for coordinating tasks and resources that contribute to the end-to-end development and delivery of AGPT selection. This includes the end-to end development and delivery of the Candidate Assessment and Applied Knowledge Test (CAAKT), Multiple Mini Interviews (MMI) and all other activities relating to supporting applicants and stakeholders throughout the selection process.

There is a focus on efficiency, continuous improvement and upholding national consistency. The role ensures all tasks are appropriately resourced and accounted for to be delivered on time and to a quality standard.

In peak selection periods there is a requirement to work additional hours, and this will be managed in line with the RACGP Enterprise Agreement (EA) 2022 (or subsequent agreement).

Key Responsibilities

- Coordinate selection activities, deliverables and tasks, including scoping, planning, risk, issues and dependency management.
- Deliver and support the team in a range of outputs relating to selection and the CAAKT and MMIs, including the maintenance of templates, creation of project plans and schedules, preparation of assessment materials, rosters, surveys, candidate enrolments, communications, distribution lists, training activities and assessment development and publication.
- Configure various systems (application, selection, enrolments/bookings, Zoom, etc.) to support the selection process and ensure business requirements are met, effectively managing related workflows, activities and data.
- Assist with organising workload across the team.
- Coach, train, support and provide leadership to the team to facilitate robust deliverables and outcomes, reporting and escalating issues to the Selection Lead for management.
- Identify and effectively manage risks in the delivery of selection.
- Coordinate training and operational activities for all assessment roles (such as interviewers, administrative staff etc.), including the development and delivery of an effective recruitment and training program.
- Provide support with all aspects of assessments during preparation and on the days of delivery.
- Initiate continuous improvement of current selection and assessment processes and develop and implement new procedures to better delivery to nationally consistent standards.
- Assist with reporting requirements including briefings and presentations to internal and external stakeholders, written reports and data.
- Work in collaboration with other teams across the College to ensure dependencies and responsibilities are understood and agreed upon, such as applicant management, data and reporting requirements.
- Ensure accurate process documentation is maintained and all documents are stored in a timely manner in accordance with established policies.
- Maintain an up-to-date knowledge of all relevant policies and processes.
- Respond to changing requirements and adjust priorities accordingly.

- Comply with all relevant workplace policies and procedures.
- Other duties as required.

Qualifications and Experience

Essential

- Tertiary level qualification in a relevant field.
- Demonstrated capacity to work effectively within a team and independently.
- Developed interpersonal skills and ability to effectively coach and support team members.
- Experience developing and maintaining positive relationships in complex and sensitive stakeholder environments.
- Outstanding written and oral communication skills.
- Ability to understand complex information and concepts as they apply to selection and assessment delivery.
- Excellent customer service focus with the ability to develop effective working relationships with a range of stakeholders.
- Capacity to operate effectively and adapt quickly in a rapidly changing environment.
- Experience with the full Microsoft Office Suite of products including database management.
- Experience in delivering projects, including contributing to scoping, planning, risk, issues, and dependency management.
- Ability to look ahead, plan and take initiative and work effectively with minimal supervision.
- Well-developed analytical skills particularly with data and an aptitude for using new technology.
- Capacity to operate effectively and adapt quickly in a rapidly changing environment.

Highly Desirable

- A post-graduate qualification in a relevant field.
- A detailed understanding of general practice training.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Assessment Teams.
- National Clinical Leads and National Assessment Advisors
- GP Training Operations Teams.
- GP Marketing Team.
- Business Intelligence and Insights Team.
- Education Governance and Development Teams.
- Membership Business Unit.
- Business Services Teams.
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External:

- Members.
- Training Applicants.
- Assessment Candidates.
- Assessment Vendors.