

# Position Description

|                |                                  |                |                                               |
|----------------|----------------------------------|----------------|-----------------------------------------------|
| Position Title | Program Officer – Post Education | Reporting to   | Team Lead - PEP Specialist and Post Education |
| Business Unit  | GP Training                      | Direct Reports | N/A                                           |
| Classification | Level C                          | Date           | June 2026                                     |

## 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 delivers community-based General Practice Training Programs which are the specialist training programs to train medical doctors in general practice. The GP Training unit delivers the Australian General Practice Training (AGPT) Program, the Fellowship Support Program (FSP) and the Specialist Practice Experience Program (PEP).

## Your Role

The Program Officer – Post Education will be responsible for planning and organising the deliverables for the post education participants from PEP Program.

You will use your interpersonal and organisational skills, and extensive knowledge of relevant program policy and requirements to ensure post education requirements are effectively monitored and met by post education participants.

## Key Responsibilities

- End to end management of post education participants which includes participants/registrar who have completed PEP .
- Monitor and track all post education participants in respect to their various requirements in the post education phase.
- Assist with development and distribution of communications to post education participants relevant to their requirements.
- Create, monitor, and update plans and processes for all the activities necessary in the post-education phase.
- Plan, organise and prioritize administrative support to develop, implement and maintain operational processes for post education participants.
- Maintain knowledge of program-related policies to ensure required operating processes are fit for purpose.
- Provide timely and accurate information that requires communication to program participants.
- Maintain participant/program databases to reflect and track all changes as required.
- Act as a point of contact for post education related enquiries.
- Coordinate the reporting and data collection and analysis as required.
- Monitor and where necessary process fellowship applications.
- Develop positive and collaborative working relationships with internal and external stakeholders.
- Work closely with the examinations team to effectively monitor exam candidacy and eligibility.
- Liaise with the post education administrator and where necessary direct administrative support to required areas within post education.
- Maintenance and monitoring of the relevant information in databases, e.g. iMIS, PEP portal, and any other systems.
- Participate in the RACGP Performance Review Cycle.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential

- Tertiary qualification in business, administration or a related discipline.
- Knowledge of education, training, and assessment principles.
- Demonstrated experience developing and maintaining relationships in complex and sensitive stakeholder environments.
- Strong program/project implementation experience, including independently prioritising and delivering on multiple tasks.
- Capacity to operate in a changing environment and committed to contributing to a continuous improvement culture.

- Demonstrated experience in high volume data management.
- Demonstrated experience working within a large-scale, diverse, and complex organisation.
- Strong interpersonal and collaborative skills to enable working with a wide range of stakeholders.
- Ability to identify and support the resolutions of complex scenarios with one or multiple stakeholders.
- High-level written and verbal communication skills.
- High level proficiency in using Microsoft Office Suite in a SharePoint environment – particularly Excel.

**Highly Desirable**

- Previous experience supporting International Medical Graduates (IMGs).
- Previous experience working in the health and/or education sector.

**Your Relationships**

Your role requires interaction with internal and external stakeholders including:

**Internal:**

- RACGP Managers, National Clinical Leads and medical educators
- GP Training business unit
- Education business unit
- Member Engagement business unit
- Other RACGP employees

**External:**

- RACGP members
- Australian Government Department of Health (DoH)
- Australian Government Department of Human Services (DHS)
- GP recruitment organisations
- GP practice managers and other staff