

Position Title	Senior Evaluation Officer	Reporting to	National Evaluation Lead
Division	Fellowship Pathways	Direct reports	NA
Classification	Level D	Employment Status	Full-Time Fixed-Term (1.0 FTE) until 30 June 2022
Position Number	TBC	Date	September 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 Fellowship Pathways division maintains services, standards, and processes to ensure consistent and high-quality delivery of training across all RACGP Fellowship pathways. This includes Australian General Practice Training (AGPT) program, the Remote Vocational Training Scheme (RVTS), the Practice Experience Program (PEP), the General Practice Experience (GPE) Pathway (ending 2022), and the Rural Generalist Pathway (once established). It encompasses all trainee journeys towards RACGP Fellowship. The Division has major responsibility for establishing cooperative working relationships with a range of external organisations such as Regional Training Organisations (RTOs), the Remote Vocational Training Scheme (Ltd.), Government agencies, and recognised representative bodies including General Practice Supervisors' Association (GPSA) and the General Practice Registrars' Association (GPRA).

Your Role

The Senior Evaluation Officer is responsible for a range of evaluation activities in Fellowship Pathways and Education Services Divisions to foster a culture of continuous improvement and to ensure excellence in the delivery of its programs.

Working closely with the National Evaluation Lead, the Senior Evaluation Officer will also drive a range of evaluation activities to foster a culture of ongoing evidence-based improvement and ensuring excellence in the delivery of GP training programs and related RACGP initiatives.

Key Responsibilities

- Act as a subject matter expert, providing expertise and advice on evaluation strategy and development for projects and programs across different functions of the college.
- Working with the National Evaluation Lead, develop and implement evaluation frameworks across relevant aspects of GP Education, training and assessment delivery.
- Take initiative with the implementation and continuous improvement of processes and technology to support evaluation frameworks.
- In conjunction with the National Evaluation Lead, conduct periodic review of the Evaluation Team's monitoring and evaluation framework to ensure suitability for guiding evidence-based review and improvements across relevant aspects of GP education, training and assessment delivery.
- Create evaluation instruments and metrics in line with best practice approaches.
- Develop and undertake evaluation data collection, quantitative and qualitative data analysis and compile reports and presentations of relevance to program / project KPIs and deliverables, quality and risks management, and continuous improvement initiatives.
- Lead and/or participate in projects, working groups and committees as required.
- Utilise data to assess the impact of change and promote strategies for long term change.
- Initiate and coordinate meetings with relevant stakeholders (internal / external) to identify, implement and drive project improvements and process changes based on evaluation data.
- Develop and maintain evaluation databases, undertake inferential analysis utilising statistical software such as R and excel to perform functions.
- Provide exceptional service and effectively engage members, stakeholders, and staff.
- Work collaboratively with other Evaluation Team members to promote and achieve the team's evaluation literacy building strategy.
- Participate in the RACGP Performance Review cycle
- In consultation with Manager, 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:

- Education Services
- Managers and employees in other departments and Faculties
- Board of Censors
- Advisory Board of Assessment
- Fellowship Pathways
- Clinical Leads
- Strategic Marketing & Communications

External:

- Regional Training Organisations (RTOs),
- RACGP Expert Committees
- Pre and Post Fellowship Education
- Other general practice education and training stakeholders

Key Selection Criteria

Experience, Knowledge and Skills

Essential

- Demonstrated experience with and knowledge of, a range of evaluation and/or research methodologies.
- Demonstrated experience in using evaluation data to analyse and report on impacts, outcomes and programs.
- Experience coordinating or working on projects.
- Excellent written and verbal communication skills.
- Excellent stakeholder engagement skills.
- Intermediate level and above in using Microsoft Office suite.

Highly Desirable

- Knowledge of General Practice education and training.
- Previous experience in the health sector.
- Technical expertise in relation to:
 - Development and administration of structured quantitative surveys / questionnaires
 - Use of Qualtrics (i.e., survey design, item logic, survey distribution and monitoring, data management)
 - Excel / other database development (i.e., data definition, cleaning, linkage, maintenance)
 - Development of qualitative evaluation methods
 - Focus groups, case studies, in-depth interviews etc.
 - Use of NVivo and/or other approaches for qualitative data analyses
 - High level skills in data analysis, reporting and visualisation (e.g., descriptive, and inferential quantitative analyses, text based qualitative analyses, digital visualisation with software like Tableau etc.).

Qualifications

Essential

- Relevant undergraduate degree in evaluation or a degree with a significant component in evaluation or equivalent professional experience.

Desirable

- Post-graduate qualification in education, evaluation, or health.

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 Senior Evaluation Officer 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: _____