

Position Title	Selection Program Lead Assessment Operations	Reporting to	Manager, Assessment Operations
Division	Education Services	Direct reports	5-6+
Classification	Level E	Employment Status	Full-Time (1.0 FTE) Permanent
Position Number	1000660	Date	October 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 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 Assessment Operations department delivers a range of functions which contribute to the RACGP establishing and maintaining high standards of knowledge, experience, competency and skills in general practice. The department achieves this through the implementation of nationally consistent assessment to determine entry to training and educational programs, commencement onto and progress through pathways to Fellowship of the RACGP and attainment of Fellowship. There is a focus on academic leadership and standards in assessment and related program/project delivery. The department comprises the areas of Education Support, Selection Programs and Fellowship Exams.

Department responsibilities include:

- Management of applications made by members and applicants to enter pathways, sit exams and progress toward Fellowship of the RACGP, including:
  - Assessment of Australian and overseas general practice experience
  - Comparability assessment for international medical graduates holding specialist qualifications for recognition in Australia
- National implementation of RACGP education assessments, including:
  - Entry and Selection assessments
    - Candidate Assessment and Applied Knowledge Test (CAAKT)
    - Practice Experience Program Entry Assessment (PEPEA)
  - RACGP Fellowship examinations
    - Applied Knowledge Test (AKT)
    - Key Feature Problem (KFP)
    - Clinical Competency Exam (CCE)
- The development and maintenance of strong working relationships with all State Faculty teams in the delivery of assessments and examinations, ensuring a nationally consistent approach delivered locally.
- National delivery of the Commonwealth Department of Health contract for Australian General Practice Training (AGPT) Selection
- Reporting to a range of stakeholders including the RACGP Council of Censors, Department of Health, Medical Board of Australia, Australian Medical Council and Regional Training Organisations

## Your Role

As the Selection Program Lead, you will report directly to the Manager, Assessment Operations and work in a leadership capacity to manage selection programs within the RACGP's assessment suite. You will ensure the national delivery of the RACGP's AGPT Selection contract, including the development and delivery of the CAAKT, RTO interviews (MMI) and other related activities related to supporting applicants and RTOs throughout the AGPT selection process. You will also oversee the national development and delivery of the PEPEA, working closely with internal teams across the organisation to ensure robust outcomes are achieved for PEP applicants.

The RACGP is progressing to a single selection process for entry to RACGP-led training and education programs, and your role will be critical in working with the National Assessment Advisor - Selection and the National Clinical Lead - Assessment to realise this goal. The role will additionally take direction from the General Manager - Education Services and the Manager - Assessment Development on matters relating to strategy and assessment development processes, respectively.

You will be responsible for the output of self and direct reports and will demonstrate a detailed technical understanding of the functional areas of responsibility. You will ensure assessment and selection program deliverables are met to quality standards, including the RACGP's contractual obligations to the Department of Health. There is a focus on efficiency, continuous improvement of processes and procedures, maintaining established standards and upholding consistency at the national level. You must liaise effectively with a range of key internal and external stakeholders to ensure robust outcomes are achieved. There is a requirement to work after hours and/or at other RACGP locations.

## Key Responsibilities

- Lead a team within the Assessment Operations department, consistently demonstrating organisational values and ensuring a work environment that fosters high performance, morale and engagement.
- Oversee all contract and assessment activities, deliverables and tasks including scoping, planning, risk, issues and dependency management, with a focus on efficiency, maintaining standards and consistent delivery from a national perspective.
- Oversee activities relating to evaluation of quality control processes, and continuous improvement of contract and assessment delivery.

- Log, manage, document and analyse information on the progress of the contract and assessment deliverables.
- Undertake reporting requirements including briefings to internal and external stakeholders.
- Build and maintain effective relationships with colleagues, other business units and key internal and external stakeholders; anticipating and responding to evolving needs and the complex environment.
- Undertake additional tasks commensurate with position classification as directed by the Manager, Assessment Operations.
- 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:

- General Manager, Education Services
- General Manager, Fellowship Pathways
- RLT Operations Team
- Information & Data Systems Team
- Manager, Assessment Development
- National Clinical Lead - Assessment
- National Assessment Advisors
- Fellowship Exams Lead
- Manager, Education Councils & Committees Governance Team
- Council of Censors
- Member Services and Operations Teams

### External:

- Members/training applicants/assessment candidates
- Assessment delivery vendors
- Department of Health and other government agencies
- Regional Training Organisations

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

- Experience working in an assessment/project/government contract environment
- Experience in managing the workload of direct reports
- Experience and skills in people management and leadership style which channels highly committed staff to achieve robust quality outcomes
- Outstanding written and verbal communication skills
- Well-developed research and analytical skills particularly with data, and the ability to prepare high quality reports
- An aptitude for using new technology and experience in leading technology-based projects
- Ability to work effectively, self-manage and lead others in a high pressure changing environment
- Excellent customer service focus with the ability to develop effective working relationships with a range of stakeholders
- Experience using the full Microsoft Office suite
- Satisfactory completion of a National Police Check may be required

#### Highly Desirable

- Experience working in an education, health or specialist medical college environment
- An understanding of assessment design principles
- Experience working with government

## Qualifications

#### Essential

- A relevant tertiary qualification

#### Desirable

- A post-graduate qualification in education 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 (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: \_\_\_\_\_