

Position Title	PLT Evaluation Lead	Reporting to	Manager, Evaluation, Quality and Research
Business Unit	Education	Direct reports	7
Classification	E	Date	July 2022

## 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 are currently undertaking a complex transition program to establish within the College its new Profession-Led, Community-Based Training (PLT) capability to train medical doctors in General Practice as a key component of the Department of Health's Australian General Practice Training (AGPT) Program. The PLT transition is a fundamental change to the delivery of GP Training in Australia, providing an opportunity to improve the quality, safety and accessibility of GP services for all Australians. This transition will build new capabilities from the ground up as well as transfer capabilities from the existing Regional Training Organisations that currently provide AGPT training services, back to the RACGP.

## Your Role

You will work collaboratively with the RACGP Evaluation, Quality & Research department and with other stakeholders across PLT, Education Services, and other RACGP divisions on matters relating to development of the PLT Monitoring & Evaluation Framework and related evaluation plans and processes to achieve evidence based best practice outcomes.

## Key Responsibilities

- Lead evaluation development for the current 2022 AGPT Program footprint at RACGP, and further develop the evaluation approach for 2023.
- Assist the PLT EO in the development and implementation of the PLT Monitoring & Evaluation Framework.
- Take a lead role with the PLT EO in supporting the evaluation requirements of the PLT Education Program and its associated program and pathway elements being developed through 2022
- With the PLT EO, lead the development and implementation the PLT Evaluation Plan that will derive from the PLT Monitoring & Evaluation Framework.
- Coordinate the PLT evaluation activities and outputs of regional, local, and national PLT / AGPT evaluation staff.
- Supervision of evaluation officers including goal setting and performance management.
- Develop, maintain, and manage lines of communication and continuous improvement activities across regional, local, and national PLT / AGPT evaluation staff / teams.
- 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.
- Create, review and update evaluation instruments and metrics
- Develop and implement evaluation frameworks across relevant aspects of GP Education, training and assessment delivery.
- Support periodic review of the Evaluation, Quality & Research department monitoring and evaluation framework to ensure suitability for guiding evidence-based review and improvements across relevant aspects of GP education, training and assessment delivery.
- Lead, 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 evaluation end points.
- Work effectively and collaboratively with other key employees across various projects, departments and divisions.
- 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.
- Work collaboratively with Evaluation, Quality & Research department team members to promote and achieve the team's literacy building strategy.
- Participate in the RACGP Performance Review cycle.
- In consultation with Manager, deliver agreed Work Performance Goals.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential

- Experience coordinating or managing projects (i.e. project management, team supervision)
- Demonstrated experience with and knowledge of, a range of evaluation and/or research methodologies (including framework development, program logics etc)
- Demonstrated experience in using evaluation data to analyse and report on impacts, outcomes and programs (e.g. descriptive and inferential quantitative analyses, text based qualitative analyses, digital visualisation with software like Tableau etc)
- Excellent written and verbal communication skills
- Excellent stakeholder engagement skills
- Demonstrated analytical and critical thinking skills
- Intermediate level of above in Microsoft Office Suite
- Relevant undergraduate degree in evaluation or a degree with a significant component in evaluation or equivalent professional experience (e.g. public health, health promotion etc)
- Post-graduate qualification in education, evaluation, public health or data analytics.

### Highly Desirable

- Knowledge of General Practice education and training
- Previous experience leading a small team
- Qualifications in Supervision, Leadership or Management
- Previous experience in the health sector
- Technical expertise in relation to:
  - Development and administration of structure quantitative surveys / questionnaires
  - Use of Qualtrics (i.e. survey design, logics, 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).

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- Office of the CEO
- Chief Education Officer
- Principal Medical Education Adviser
- Chief General Practice Training Officer
- Education Business Unit
- PLT Business Unit
- Other RACGP business units

### External:

- Regional Training Organisations (RTO)
- GPs in Training
- Australian Medical Council (AMC)
- Department of Health/Other general practice education and training stakeholders