

Position Description

Position Title	Professional Development and Learning Specialist	Reporting to	Learning and Development Manager
Business Unit	People and Performance	Direct reports	NA
Classification	Level D	Date	March 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 People and Performance Business Unit is a newly created team under our service led and member centric operating model designed to deliver services that employees need to deliver value for our members. Specifically, the People and Performance Business Unit plays a critical role in ensuring that we can set up our people to be able to do their jobs effectively and successfully with the right culture, capacity and capabilities as well deliver on key strategic services such as business improvement, property, information technology, data, and insights.

This role will be a part of the Talent Team that supports our aim to be a great employer by retaining the best talent and enabling them to learn and grow to reach their full potential. The functions of the Talent team include:

- Learning and Development, including Professional Development
- Talent Acquisition
- Diversity and Inclusion
- Talent, Succession and Performance Development

Your Role

As the Professional Development and Learning Specialist you will report directly to the Learning and Development Manager and be accountable for the planning, development and execution of the Medical Educator Professional Development Framework as well as leading some enterprise learning and development offerings for the College.

Our medical educator workforce has grown significantly and from February 2023 comprises a third of our overall workforce. The skillset and experience of this cohort is unique and requires a fit for purpose approach to support their professional development while at the College. You will work closely with senior medical education stakeholders in the GP Training Business Unit, such as the Deputy Directors of Training and National Clinical Leads and other SMEs to support and enable the professional development opportunities for all medical educators across the College. Professional development in this context includes all training, certifications, and education that a medical educator receives or undergoes to succeed in their role as a medical educator at RACGP.

Twenty percent of the time for this role will also support the design and delivery of enterprise wide offering for all employees of the College as part our Core Academy. This may include supporting the design facilitation of our refreshed Induction Passport Program, LEAD v2.0 and other specialist program based on business need arising from Professional Health Check conversations.

Key Responsibilities

- In partnership with SMEs, design, develop and support the implementation of key professional development activities under the Medical Educator Professional Development framework.
- Collaborate with the L&D team to ensure best business practice is delivered along with aligning the content and outcomes with the learning and development framework
- Manage partnerships with professional associations to ensure our corporate memberships deliver value to medical educators
- Liaise effectively with key internal stakeholder on the execution of key programs such as WONCA to optimise participation, experience and value for medical educators
- Provide timely and authoritative advice to medical educators and other stakeholders about the application of the Medical Educator Professional Development framework within the College
- Positively influence the organisation broadly to promote a continuous learning culture with responsiveness to employee enquiry paramount.
- Ensure new and transitioning RTO medical educators and clinical leads are introduced to RACGP values, culture and behaviours as part of the Medical Educator Professional Development framework
- Co-design and support the facilitation of enterprise wide programs for all employees applying contemporary adult learning principles
- Provide accurate and timely reporting of spend and efficacy of professional development and learning and development activities for which you are responsible

- Work with the L&D Manager to ensure all professional development and learning activities align with the centralised budget
- Comply with all relevant workplace policies and procedures.
- Other duties as required

Qualifications and Experience

Essential

- Experience advising or leading the development of talent management strategies related to clinical or allied health related roles
- Tertiary qualification (Human Resources, Business Administration or a related discipline)
- Experience and proven ability to build relationships with subject matter experts, a focus on customer service delivery and provision of talent management advice.
- Advanced/Intermediate skills using all functions within Excel, Word, PowerPoint & Visio
- Excellent organisational skills including the ability to determine priorities, attention to detail and meet regular deadlines
- Strong stakeholder management experience, with the ability to introduce positive change through results and credibility.
- Project management - experience managing discrete projects and apply good project governance techniques
- Strong facilitation skills and the ability to communicate effectively to broad and diverse stakeholders using a range of approaches
- Ability to work under pressure and manage conflicting priorities with ease.

Highly Desirable

- Prior experience working in the government/health and/or education sectors
- Medical or allied health qualifications
- Broad experience with various Learning Management Systems e.g. SAP Litmos, BrightSpace
- Experience in complex operational structures
- Certificate IV TAE
- Experience with authoring tools such as Articulate RISE

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Chief People and Performance
- Deputy Directors of Training
- National Clinical Lead
- Head of Talent
- Learning and Development Manager
- HRBPs
- Finance BPs
- RACGP Managers
- RACGP Employees

External:

- Third party vendors
- Professional associations
- Professional service organisations/consultants/contractors