

Position Title	Data Analyst	Reporting to	Data Analytics Lead
Division	Education Services	Direct reports	Nil
Classification	Level C	Employment Status	Full-Time Permanent (1.0 FTE)
Position Number	100226	Date	Sep 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 Education Services division supports the RACGP in the delivery of its strategic goals for Education. The aim is to deliver excellence in career-long education, training, and assessment for GPs.

The Education Services division:

- Develops key documents such as the RACGP Curriculum for Australian General Practice, the Standards for general practice training, the Competency profile of the Australian general practitioner at the point of Fellowship and the Education Services policies. Together these provide an overarching framework for the development of education, the delivery of training and the conduct of assessment at all stages in the general practice journey.
- Via its committee structure and clinical staff, provides mechanisms to access current, high quality advice from working GPs and subject matter experts on the RACGP's educational operations, policies, and future directions.
- Develops and delivers assessments which control entry to the profession, selection into a training pathway, and admission to Fellowship.
- Develops and delivers educational resources to support all stages of career-long learning, based on national and international evidence and developments in best practice.
- Incorporates the operations of RACGP Rural including Rural Generalist training.
- Assesses eligibility for RACGP assessments, examinations, and Fellowship.
- Assesses specialist international medical graduates in general practice for entry to the Medical Board of Australia's specialist pathway.
- Provides independent adjudication about exceptional circumstances related to progression of individual candidates or applicants
- Maintains the RACGP's accreditation as a specialist medical college with the Australian Medical Council

## Your Role

The Data Analyst position is located at the RACGP National Office in Melbourne as part of the Data Analytics unit within Assessment Development Department. The department focuses on assessment development, preparing exam results and reporting.

The primary responsibilities relate to providing analytical and statistical support on all educational projects and assessment development activities, including results processing, and reporting for Selection assessment, workplace-based assessment and RACGP Fellowship Exams.

## Key Responsibilities

- Process assessment results under supervision and technical guidance of Data Analytics Lead, by performing various tasks but not limited to, preparing the necessary data input files, maintaining & running R codes to generate output files, translating output files to formatted reports
- Communicate and collaborate with colleagues on statistical and data analysis tasks, including Business as Usual (BaU) and ad-hoc reporting
- Contribute to the development and maintenance of Quality Management System (QMS) for exam results processing and other data related processes by developing or further enhancing work instructions as per Education Services QMS guidelines
- Use analytics and reporting knowledge and tools (e.g.R coding, Microsoft Excel, Microsoft Power BI), to provide ad-hoc and BaU reports.
- Contribute to the implementation of business change adaptation projects and continual improvement process projects.
- Participate in the RACGP Performance Review cycle
- In consultation with Manager/supervisor, 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:

- Assessment Development Manager
- Data Analytics Team members and Assessment Development staff
- Assessment Operations staff
- Education Services managers and staff
- Fellowship pathways managers and staff
- Other RACGP managers and staff
- IT Department staff
- Member Services and Operations team

### External:

- RACGP members
- General Practitioners
- Other stakeholders from time to time in relation to Education Services projects

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

- Advanced skills in quantitative data analysis.
- Knowledge of statistical theory and reasoning.
- Well-developed communication and interpersonal skills, including communicating complex technical information to internal and external stakeholders.
- Intermediate level skills in R programming.
- Advanced skills in Microsoft Excel.
- Basic to intermediate level skills in Microsoft Power BI.
- Previous experience in a comparable data analysis and reporting role.
- Strong attention to detail, with a proven track record of analytical accuracy and quality assurance experience.
- Sound problem solving skills, with an ability to quickly understand and creatively approach analytical challenges.
- Satisfactory completion of a National Police Check may be required.

#### Highly Desirable

- Experience in education and assessment sector.
- Knowledge and understanding of relational databases.

## Qualifications

### Essential

- Degree qualifications in Statistics, Mathematics, IT or equivalent.

### Desirable

- Post-graduate qualifications in Statistics, Mathematics, IT or equivalent.

## 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, \_\_\_\_\_ acknowledge that I have read and understood the Data Analyst 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: \_\_\_\_\_