

Position Title	Senior Academic Advisor	Reporting to	Manager - TBC
Department	Education Services	Direct reports	Nil
Classification	Agreed rate	Employment Status	Fixed term 31 March 2022
Position Number	TBA	Date	0.1 FTE

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40 000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia." We provide skills and knowledge assessment, educational training and ongoing professional development for practising GPs. We develop resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

## Our Values

RACGP Staff are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower staff 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 Division

Education Services develop, support, review and maintain standards for all aspects of a GP's training and education across the lifelong journey of General Practice. Including: undergraduate education; early postgraduate years; registrar training in general practice; pathways to Fellowship and the continuing professional development of GPs.

## Your Team

The Policy, Governance and Accreditation team delivers a range of functions which bring clarity, guidance and good governance to Education Services (ES). The team is responsible for:

- Implementation of a Quality Management System (QMS) for ES and for key cross-college functions
- Providing support for and delivery of ES operational and program evaluations
- Managing the AGPT education research grants and academic posts programs
- Accreditation of providers of general practice training, including monitoring any conditions that may be applied
- Development and maintenance of policy frameworks and policy documentation in pre and post Fellowship Education; Communication and interpretation of new or changed policies and assistance with implementation
- Oversight and maintenance of Education content on the RACGP website
- Processing appeals, misconduct and complaints cases
- Governance oversight and administrative support for a number of decision making and advisory bodies including:
  - The Council of Censors (CoC)
  - the Advisory Council of Assessment (ACoA)
  - The Academic Assessment Panel
  - RACGP Expert Committee – Pre Fellowship Education
  - RACGP Expert Committee - Post Fellowship Education
  - the RACGP Censor in Chief (CiC)
- Management of committee members' and New Fellows' business arrangements
- Support for:
  - International conjoint exam colleges' operations
  - Medical educator network
  - Remediation and return to practice
- Oversight of ES requirements in ShareFile
- Managing support provided by the Administrative Assistant across Education Services teams

Many team members have more than one work stream in their role and work in dual or multiple reporting situations. While all team members report to the team manager, they may also respond to managers, RACGP office bearers or others who provide leadership for part or most of their work content.

## Your Role

Provide Academic General Practitioner input into the Academic Post and Education Research Grant Programs to ensure the effective and efficient delivery of the programs, according to the key performance indicators stipulated by The Department of Health.

## Key Responsibilities

1. Chair the AP and ERG Assessment Panels
2. Contribute to development of Policy and Guide; assist with interpretation of policy and guidance documents concerning the AP and ERG programs
3. Provide advice on eligibility of AP and ERG applicants; assess applications
4. Attend the following as requested by the RACGP:
  - a. AP workshops as required – 2 days in November and 2 days June-Oct (TBC)
  - b. AP webinars as required – 1 hour by 3 nights during the year
  - c. ERG workshops as required – 1 day in February and 1 day in November (TBC)
  - d. ERG webinars as required – 2 by 1 hours during the year
5. Attend fortnightly teleconference with the RACGP lead coordinator to discuss above matters.
6. Participate in the RACGP Performance Review cycle
7. Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.

## Environment, Health and Safety

1. Complies with the College's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the College in relation to activities taken by the College to comply with OH&S and environmental legislation.

## Your Relationships

Your role requires interaction with the following internal and external stakeholders:

### Internal:

RACGP:

Fellow employees and Managers in Education Services and Fellowship Pathways and in other RACGP departments e.g. Research Foundation, Legal, Finance

### External:

Regional Training Organisations  
The Department of Health  
GP registrars  
Academics  
University departments of medicine/primary care/general practice/family medicine

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

1. Experience in general practice research and teaching
2. Experience working with GP registrars
3. A sound understanding of the Academic Post program
4. Satisfactory completion of a National Police Check may be required.

#### Desirable

1. A sound understanding of the Education Research Grant Program

## Qualifications

#### Essential

1. A Fellow of the RACGP
2. A PhD obtained in a General Practice setting

#### Desirable

## Workplace Behaviours

In your role, you are expected to:

- Positively influence others
- Take initiative
- Focus on service
- Make effective decisions
- Be transparent
- Be respectful
- Be emotionally intelligent
- Be flexible and adaptive
- Strive for excellence
- Demonstrate integrity
- Be accountable
- Collaborate

## Classification Description

Agreed rate.

Declaration

I, XXXXXXXXXX, acknowledge that I have read and understood the Senior Academic Advisor 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: \_\_\_\_\_

This Position Description is approved by:

H.R.:  (signature)

Date: 30 September 2019