

Position Title	Education Research Unit (ERU) Coordinator	Reporting to	Manager, Quality & Compliance
Department	Quality & Compliance	Direct reports	4
Classification	Level D	Employment Status	Fixed-Term until 23 Dec 2021, 0.8FTE
Employee Number	TBC	Date	January 2021

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 41,000 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 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 Fellowship Pathways Division maintains services, standards and processes to ensure consistent and high quality delivery of training across all RACGP Fellowship pathways. This includes Australian General Practice Training (AGPT) Program, the Remote Vocational Training Scheme (RVTS), the Practice Experience Program (PEP), the General Practice Experience (GPE) Pathway (ending 2022), and Rural Generalism Pathway. It encompasses all trainee journeys toward RACGP Fellowship. The Division has major responsibility for establishing cooperative working relationships with a range of external organisations, such as Regional Training Organisations (RTOs), the Remote Vocational Training Scheme Ltd (RVTS), Government agencies and recognised representative bodies, including General Practice Supervisors' Association (GPSA), and General Practice Registrars' Association (GPRA).

## Your Role

As the Education Research Unit Coordinator, you will report directly to the Manager, Quality and Compliance and be accountable for the delivery of agreed strategic, innovative, and significant budgetary outcomes related to education research projects and programs, and the delivery of significant external relationship outcomes.

You will lead the Education Research Unit to ensure the effective and efficient delivery of the Australian General Practice Training (AGPT) Education Research Grants (ERG) and Academic Posts (AP) programs.

As the coordinator, you will be responsible and accountable for the output of self and direct reports (currently three), representing the above functional area.

You will demonstrate an understanding of a broad and deep knowledge base for the above functional area. You will also analyse approaches to technical problems and management requirements, and apply these to planning, designing, policy development and initiating change.

## Key Responsibilities

1. Coordinate the day-to-day work plans of direct reports within the unit.
2. Provide advice and recommendations on the programs' policies and operations. Promote understanding of programs' goals and strategies.
3. Provide mentoring and support to team staff members; develop and monitor work plans and contribute to developing and reviewing KPIs.
4. Coordinate the marketing and promotional activities of the unit, e.g. Research Week.
5. Coordinate projects of the unit including, but not limited to, a national educational research agenda and framework.
6. Coordinate the development, maintenance and management of contractual arrangements between the RACGP and the RTOs/RVTS, activity providers and grant recipients. Contribute to contractual arrangements with the Department of Health (DoH); liaise with RACGP Legal Counsel and contract management professionals.
7. Coordinate and oversee the delivery of reports, and liaise with Finance to provide financial acquittals as set out in the contracts. Ensure these are within the required timelines and to a standard acceptable to RACGP management and to the DoH. Review and provide feedback on progress reports from grant recipients as required. Prepare budgets for the ERG and AP programs and monitor expenditure.
8. Lead or participate in meetings, working groups, committees, workshops or conferences, as required.
9. Coordinate the selection of ERG recipients and the awarding of grants. Coordinate procurement of activity providers and oversee delivery of the activities, which may require occasional interstate travel. Liaise with providers once selected.
10. Coordinate and oversee development of guidelines, criteria and work instructions for the programs. Support a culture of continuous improvement through ongoing review of processes and documentation.
11. Liaise with and foster effective relationships with key stakeholders, including the DoH, the RTOs, academic registrars, academic GPs and universities/research institutes ensuring a high quality client focus. Develop contacts with relevant organisations.
12. Coordinate activities to evaluate the effectiveness of the program as a whole, the component parts and the delivery of activities by external parties; analyses results and prepares reports.
13. Participate in the RACGP Performance Review Cycle
14. Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
15. Other duties as required.

## 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:

Managers and employees in Fellowship Pathways, and in other RACGP pillars e.g. Finance, Legal, Research Foundation

### External:

Training Organisations; the Department of Health; academic registrars; academic GPs; universities/research institutes; RACGP Human Research and Ethics Committee (HREC), RACGP Expert Committees; RACGP office holders.

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

1. Experience in administering a grants program and in contract management
2. Experience administering research activities, including grant applications, ethics applications, reporting and coordinating the work of expert panels
3. Demonstrated organisational skills - the ability to plan, establish work priorities, meet deadlines and handle multiple competing tasks with ease
4. Knowledge and understanding of qualitative and quantitative research methodologies and analytics
5. Excellent written and verbal communication skills, including: providing strategic advice; developing a wide range of templates and guidance documentation
6. Excellent stakeholder engagement skills
7. Ability to create and oversee work plans, supervise and mentor junior colleagues
8. High-level skills in Microsoft Office Suite

#### Desirable

1. Previous experience in the health or education sectors
2. Skills in online grants administration software

## Qualifications

### Essential

Undergraduate qualification in sociology, psychology, marketing, public health, statistics or other relevant field

### Desirable

Post-graduate qualification in research, evaluation or similar

## 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

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

### Declaration

I, \_\_\_\_\_, acknowledge that I have read and understood the Education Research Unit Coordinator 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: \_\_\_\_\_