

Position Title	Education Administrator	Reporting to	State Manager, RACGP WA
Department	WA Faculty	Direct reports	0
Classification	Level B	Employment Status	Full-Time (1.0 FTE), permanent
Position Number	100770	Date	April 2021

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

RACGP WA is the main point of contact for members and stakeholders in Western Australia and provides locally focused member services including:

- In line with national campaigns, assist with recruitment and retention of RACGP members and develop strategies to promote membership at the local level.
- Provide a forum for members to actively engage in RACGP activities and activities on behalf of the RACGP
- Promotes collegiality and pride in the profession
- Advocacy and leadership to promote the profession to key stakeholders through delivery of education and collegial activities

The core work areas for RACGP WA are:

- Delivering member services and responding to the local needs of RACGP members
- Coordinating the FRACGP examination and related activities in Western Australia
- Coordinating the Quality Improvement and Continuing Professional Development (QI&CPD) Program in WA
- Developing and delivering member events included conferences, educational workshops and collegial functions such as the Fellowship and Awards Ceremony.

## Your Role

The Education Administrator will assist the RACGP WA team to efficiently deliver high-quality educational activities by providing administrative and logistical support for all RACGP WA educational activities and events.

## Key Responsibilities

- Provide administrative support for any educational RACGP WA activity
- Work with existing committees to ensure their activities are planned and promoted well-ahead of time
- Assist with the setting-up of RACGP events in electronic systems
- Ensure event paperwork, rooms and technology are set up in advance
- Update event/activity-related electronic records as soon as practicable after the event
- Maintain RACGP education events reporting statistics
- Administer the list of casual staff
- Assist with other RACGP WA events, such as examinations and collegial events
- Participate in the RACGP Performance Review Cycle.
- Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
- 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:

- RACGP WA employees
- RACGP employees from other faculties,
- RACGP National Office employees (Accounts, CPD staff).

### External:

- College members and non-members
- Medical Educators
- Sponsors
- Suppliers, incl venues
- Speakers

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

- Demonstrated office administration experience with a high level of attention to detail
- Demonstrated organisational and planning skills, and an ability to prioritise and meet deadlines
- Strong client focus and service delivery
- Sound interpersonal and communication skills to handle day to day queries & administrative requests
- Ability to work independently and as part of a team
- Proficiency in using Microsoft Word, Excel, Outlook and PowerPoint
- A very high regard for confidentiality, security and ethical conduct.
- Ability to promote a positive image of the RACGP
- Flexibility to work after hours and weekends as required.

#### Highly Desirable

- Experience working in a member-based organisation
- Background or knowledge in general practice
- Background or knowledge in events/education environments
- Knowledge of HPRM (records management system)
- Knowledge of iMIS (membership database)

### Qualifications

#### Essential

- Undergraduate qualification in any discipline

#### Desirable

- Course in event management or related discipline
- RACGP Education Activity Representative (EAR) training
- Cert IV in Training & Assessment

### 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, (insert name) acknowledge that I have read and understood the Education Administrator 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: \_\_\_\_\_