

# Position Description

Position Title	Accreditation Administrator	Reporting to	Training Accreditation Lead
Business Unit	Education	Direct reports	Nil
Classification	Level B	Date	May 2025

## 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 Education Business Unit plays a critical role in ensuring that all communities in Australia have access to well-trained, competent GPs who deliver high quality, innovative care. We do that by having the right mechanisms to support, review and maintain standards for all aspects of a GP's training and education across the lifelong journey of General Practice. In maintaining these standards, Education teams develop and deliver Fellowship examinations, and set and apply eligibility, selection and entry criteria for Fellowship pathways.

The functions of Education include:

- Continuous Professional Development
- Medical Education and Clinical Leadership
- Education Strategy and Development
- Assessment Development
- Assessment, Examination and Selection Operations
- Education Governance
- Accreditation Programs, Evaluation and Quality, Education Research
- National Clinical Assessment Operations & Committee Liaison
- Training Program Delivery
- Information & Data Systems

## Your Role

As the Accreditation Administrator, you will report directly to the Training Accreditation Lead and be accountable for the administrative tasks relating to the Australian General Practice Training (AGPT) accreditation requirements.

## Key Responsibilities

- Provide administrative support to the Regional Accreditation Coordinators in the accreditation and reaccreditation process of both supervisors and practices in each region, ensuring that data management systems are kept up to date.
- Provide back up support to the Regional Accreditation Coordinators in each region during periods of leave.
- Issue correspondence and certificates of accreditation as required.
- Provide assistance in collating information for Regional Accreditation Panel Meetings.
- Maintain strong relationships with internal and external stakeholders.
- Provide assistance in monitoring practice and supervisor compliance with the conditions and recommendations, in line with the RACGP accreditation framework.
- Assist in regular reviews and quality assurance activities of the accreditation of both supervisors and practices.
- Support the Accreditation Unit and the wider Education Services teams with information regarding progress of accreditation of practices and supervisors.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential

- A relevant tertiary qualification or demonstrated equivalent professional experience in business, administration or project coordination.
- Knowledge of education, training and assessment.
- Demonstrated experience developing and maintaining relationships in complex and sensitive stakeholder environments.
- Strong program/project implementation experience, including independently prioritising and delivering on multiple tasks.
- Capacity to operate in a changing environment and committed to contributing to a continuous improvement culture.
- Demonstrated experience working within a large-scale, diverse and complex organisation.
- Strong interpersonal and collaborative skills to enable working with a wide range of stakeholders.
- High-level written and verbal communication skills.

- Proficiency in using Microsoft Office Suite in a SharePoint environment.

### **Highly Desirable**

- Knowledge of general practice education and training sector
- Previous experience working in the health and/or education sectors.

## **Your Relationships**

Your role requires interaction with internal and external stakeholders including:

### **Internal:**

- RACGP managers, clinical leads and medical educators
- Education business unit
- GP Training business unit
- Other RACGP employees

### **External:**

- RACGP members
- External stakeholders eg: general practices, practice managers, accredited training sites and supervisors

