

# Position Description

|                |                  |                |                  |
|----------------|------------------|----------------|------------------|
| Position Title | Research Officer | Reporting to   | Research Manager |
| Business Unit  | GP Training      | Direct reports | N/A              |
| Classification | Level D          | Date           | June 2024        |

## 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 RACGP delivers the profession-led, community-based GP Training Program which is the specialist training program to train medical doctors in general practice as a key component of the Department of Health's Australian General Practice Training (AGPT) Program. The GP Training Business Unit are a growing team, in the process of defining, planning, and implementing this organisational transformation. Responsible for delivering the existing program, the team is also working to improve efficiencies whilst seeking innovations that support a sustainable, high-quality training model into the future.

The GP Training Research team are based within the GP Training Business Unit, providing research support to educators to inform best practice education for GP registrars.

## Your Role

Reporting to a Research Manager, the Research Officer is involved in performance of a range of high-level tasks associated with the promotion and conduct of educational research for the RACGP.

This role takes a senior position in coordinating and executing research tasks including study design, data collection, coordinating meetings, preparing reports, contributing to data analysis, and project management tasks, contributing to dissemination activities, and liaising with internal and external stakeholders. Research Officers will focus on research capacity building in their regional area, by engaging with medical educators, supervisors, general practices and registrars to explore ground-up research ideas relevant to GP registrar training and to encourage research involvement. The role will also take a senior position in fostering regional translation of research findings to educational practice.

## Key Responsibilities

- Plan and undertake research projects and prepare briefing papers and submissions
  - Develop project plans/protocols including methodological design of research projects
  - undertake project management for assigned projects
  - contribute to data collection, collation, analysis, and reporting
  - collaborate with other GP Training Research staff on projects.
- Take a senior role in preparing and delivering project reports, conference presentations, draft journal articles, draft applications for grant funding, and ethics submissions
  - substantial contribution to writing reports, manuscripts for publication, and conference presentations
  - draft ethics applications, variations, and summary reports
  - substantively producing and updating literature reviews
  - attend and present at meetings and/or conferences to disseminate project findings.
- Engage with medical educators, supervisors, registrars, and general practices to explore local and relevant research ideas and regional research translation
  - encourage educators to participate in research
  - consider other ways to build research capacity in local areas.
- Develop strong relationships with internal and external stakeholders to progress the GP Training Research team's workplan and activities.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential

- A relevant tertiary qualification in health, education, or related field
- Have undertaken, or in the process of undertaking, postgraduate qualifications or has equivalent experience; may include:
  - a quantitative statistics component (including directed/elective courses with a quantitative statistics focus), and/or
  - qualitative methodology or analysis courses.
- High level coordination of data collection processes and interpretation of research results
- High level office computing skills including MS Office applications
- Strong written and verbal communication skills
- A comprehensive understanding of research methodologies
- Organisational and planning skills and the ability to plan and prioritise work to meet deadlines
- Demonstrates attention to detail, accuracy, and thoroughness in work produced
- Maintains confidentiality and complies with privacy requirements
- Takes pride in presentation, quality, and efficiency of work
- Demonstrates respect for internal and external stakeholders and upholds organisational values
- Ability to cope with competing priorities and resources
- Requires knowledge of, and adherence to the National Ethics Statement and relevant privacy and confidentiality legislative requirements, as well as knowledge of ethics procedures and research grant processes.

### Highly Desirable

- Understanding of the general practice research environment and the role of critical thinking, evidence-based medicine, and research in general practice.

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- Senior Manager GP Training Research
- Manager GP Training Research
- Research managers
- GP Training Business unit employees, including medical educators
- Education Services managers
- Other RACGP employees

### External:

- Department of Health
- Academic GPs and Registrars
- Universities and research institutes
- RACGP Human Research and Ethics Committee (HREC)
- RACGP Expert Committees
- RACGP office holders