

Position Title	Evaluation Officer, Alcohol & Other Drugs GP Education Program	Reporting to	Manager, Education Strategy & Development
Department	Education Strategy & Development	Direct reports	Nil
Classification	Level C	Employment Status	Fixed-Term, Full Time (1.0 FTE)
Position Number	TBA	Date	December 2020

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

Education Strategy and Development (ESD) provides a range of functions that are key to the successful and consistent development and implementation of education for GPs throughout the three life-cycle phases of the RACGP curriculum. ESD primarily facilitates the learning of a diverse population of general practitioners in different contexts with varying preferences in the way they learn. The team focuses on academic leadership and standards in GP education.

Responsibilities include strategic advice and oversight of:

- Australian Medical Council (AMC) accreditation, the General Practice Education Framework, the Curriculum for Australian General Practice, the Standards for General Practice Training and the Competency Profile of the Australian General Practitioner as the Point of Fellowship
- The consistent development of high-quality education products using technology and contemporary educational theory and practice. Specifically, this includes gplearning online activities and resources for GPs to utilise in their continuing professional development.
- National implementation and delivery of the RACGP Alcohol & Other Drugs (AOD) GP Education Program.

Your Role

The RACGP Alcohol and Other Drug (AOD) GP Education Program is a Government funded Program that aims to strengthen the capacity of GPs to address drug and alcohol addiction in their local communities. The key objectives of the Program are to:

1. Raise awareness of alcohol and other drug (AOD) use and the resources available to GPs.
2. Deliver a high-quality educational experience for RACGP members.
3. Foster AOD communities of practice and connections between GPs, locally and nation-wide.
4. Improve GPs ability to support patients at higher risk for problematic AOD use.
5. Improve GPs confidence to deliver whole-person care for patients who use AOD.

The Evaluation Officer is responsible for a range of evaluation activities to measure the impact of the RAGGP AOD GP Education Program and foster a culture of ongoing improvement in RACGP led education.

As the Evaluation Officer for the RACGP Alcohol & Other Drugs (AOD) GP Education Program you will report directly to the Manager, Education Strategy and Development. You will additionally work collaboratively with the RACGP Evaluation Team on matters relating to development of the Program evaluation in order to achieve best practice outcomes.

Key Responsibilities

- Create evaluation instruments and metrics.
- Support, develop and undertake evaluation data collection, quantitative and qualitative data analysis.
- Compile reports of relevance to program / project KPIs and deliverables, quality and evaluation end points.
- Foster a culture of continuous improvement.
- Work effectively and collaboratively with other key staff across various projects, departments and divisions
- Participate in projects, working groups and committees as required.
- Provide exceptional service and effectively engage members, stakeholders and staff.
- 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:

- General Manager, Education Services
- Manager, Education Strategy & Development (ESD)
- Medical Educators and Senior Education Advisors, ESD
- RACGO AOD GP Education Program team members
- ESD Team members
- Other education managers as required
- Evaluation Coordinator
- Evaluation team members

External:

- RACGP Members / training applicants
- Subject Matter Experts.

Key Selection Criteria

Experience, Knowledge and Skills

Essential

- Demonstrated experience in using a range of evaluation and/or research methodologies.
- Demonstrated experience in using evaluation data to analyse and report on impacts, outcomes and programs (e.g. descriptive and inferential quantitative analyses, text based qualitative analyses, digital visualisation with software like Tableau etc).
- Experience coordinating or working on projects.
- Demonstrated analytical and critical thinking skills
- Highly developed communication skills, both verbal and written
- Highly developed stakeholder engagement skills
- Demonstrated time management and organisational skills
- Intermediate skills in MS Office Suite, including Project, Word and Excel.

Highly Desirable

- Knowledge of General Practice education and training.
- Previous experience in the health sector.
- Technical expertise in development and administration of structured quantitative surveys/questionnaires
- Use of Qualtrics (ie survey design, item logic, survey distribution and monitoring, data management).
- Excel/other database development (ie data definition, cleaning, linkage, maintenance).
- Technical expertise in development of qualitative evaluation methods.
- Focus groups, case studies, in-depth interviews etc
- Use of NVivo and/or other approaches for qualitative analyses.
- Professional experience and/or exposure to drug & alcohol addiction matters, issues and projects

Qualifications

Essential

- Relevant undergraduate degree with research and/c evaluation component (or equivalent professional experience).

Desirable

- Postgraduate qualification in education, evaluation in a health related field.

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 Evaluation Officer, 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: _____

