



Position Title	Education Councils & Committees Officer Policy, Governance & Accreditation	Reporting to	Manager - Policy, Governance & Accreditation
Division	Education	Location	National Office, East Melbourne
Department	Policy, Governance & Accreditation	Direct reports	N/A
Classification	Level C	Employment Status	Full Time Permanent
Position Number	100683	Date	August 2019

The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40,000 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 practicing 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 Staff are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower staff 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 Division

Education Services develop, support, review and maintain standards for all aspects of a GP's training and education across the lifelong journey of General Practice. Including: undergraduate education; early postgraduate years; registrar training in general practice; pathways to Fellowship and the continuing professional development of GPs.

Your Team The Policy, Governance and Accreditation team delivers a range of functions which bring clarity, guidance and good governance to Education Services (ES). The team is responsible for:

- Implementation of a Quality Management System (QMS) for ES and for key cross-college functions
- Providing support for and delivery of ES operational and program evaluations
- Managing the AGPT education research grants and academic posts programs
- Accreditation of providers of general practice training, including monitoring any conditions that may be applied
- Development and maintenance of policy frameworks and policy documentation in pre and post Fellowship Education; Communication and interpretation of new or changed policies and assistance with implementation
- Oversight and maintenance of Education content on the RACGP website
- Processing appeals, misconduct and complaints cases
- Governance oversight and administrative support for a number of decision making and advisory bodies including:
 - The Council of Censors (CoC)
 - the Advisory Council of Assessment (ACoA)
 - The Academic Assessment Panel
 - RACGP Expert Committee – Pre Fellowship Education
 - RACGP Expert Committee - Post Fellowship Education
 - the RACGP Censor in Chief (CiC)
- Management of committee members' and New Fellows' business arrangements
- Support for:
 - International conjoint exam colleges' operations
 - Medical educator network
 - Remediation and return to practice
- Oversight of ES requirements in ShareFile

Many team members have more than one work stream in their role and work in dual or multiple reporting situations. While all team members report to the team manager, they may also respond to managers, RACGP office bearers or others who provide leadership for part or most of their work content.

Your Role: The role coordinates the efficient and effective operation of the Education Services councils and committees through the provision of high level administrative support and communication with multiple stake holders.

Key Responsibilities

1. Coordinate, prepare and prioritise documentation prior to and following council and committee meetings including agendas, minutes, meeting papers and presentations. Maintain a comprehensive archive of all documentation in the electronic document management system.
2. Coordinate and oversee administrative and logistical support for the Education boards and committees including travel and accommodation, catering, payments, access to documentation, meeting invitations.
3. Coordinate support for conjoint exam colleges operations - Hong Kong College of Family Physicians (HKCFP) and Academy of Family Physicians of Malaysia (AFPM) in cooperation with the Office of the CEO and President and teams in Education Services.
4. Develop and maintain positive and collaborative working relationships with internal and external stakeholders.
5. Coordinate the development of statements of work, and payments for ES contractors such as the Recent Fellow (RF) on the ABOA and the REC members and chairs with reference to RACGP Legal Counsel, Finance, the RACGP faculties, and across Education Services teams.
6. Support budget development and monitoring processes. Coordinate the recruitment and induction process for the RF position.
7. Provide administrative support to the RACGP Censor in Chief and coordinate the induction process for a new Censor in Chief.
8. Support a culture of continuous improvement through ongoing review of processes and documentation within the councils and committee business area.
9. Lead and contribute to projects as requested.
10. Participate in the RACGP Performance Review process.

Environment, Health and Safety

1. Complies with the RACGP'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 RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation

Your Relationships

Your role requires interaction with the following stakeholders:

RACGP Staff:

- Education Services managers, employee members and contractors
- Employees located across the RACGP e.g. National Rural Faculty, Member Services, IT, National Faculty of Aboriginal & Torres Strait Islander Health, various State faculties, Finance, RACGP Legal Counsel, the Censor in Chief
- The Office of the CEO and President
- Censors, Assessment Panel Chairs and National Assessment Advisors

External:

- RACGP Expert Committees' members and chairs.
- The Recent Fellow representative on the ABOA
- The Australian Health Practitioner Regulation Agency (AHPRA)
- Other stakeholders from time to time that relate to projects within Education Services

Key Selection Criteria

Experience, knowledge and Skills

As a **suitable** candidate, you will have:

- Demonstrated writing skills preferably in the production and drafting of minutes, meeting papers and correspondence.
- Strong communication and interpersonal skills.
- Demonstrated planning and organisational skills with the ability to work flexibly to deadlines and on multiple tasks/projects.
- Excellent stakeholder engagement and credibility in working with committees and stakeholders; a collegiate approach to working with staff within the organisation at all levels
- Demonstrated experience and understanding of adherence to confidentiality.
- Proficiency in MS Office and electronic document management.
- Experience with financial and/or other administration platforms.

As an **ideal** candidate, you will **also** have:

- Prior work experience in any of a health workforce, board coordination, committee management, an education and training environment, or in government.

As a **suitable** candidate, you will have completed:

A relevant tertiary qualification.

As an **ideal** candidate, you will have completed:

A university degree in policy development, law, education, arts, social science or 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 RACGP (EBA) 2018 or subsequent agreement.

Declaration


I, acknowledge that I have read and understood the **Education Councils & Committees 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: _____

This Position Description is approved by:

H.R:



(signature) Date: August 14, 2019