



## Position Description

### Executive Officer, Training Accreditation Services

Education, Learning and Assessment | Training Accreditation Services  
Award: Educational Services (Post Secondary Education) Award - General Staff | Level: 5

ABOUT THE RACP	<p>The Royal Australasian College of Physicians ('RACP') connects, represents, and trains specialists from a number of specialities across Australia and Aotearoa New Zealand. The RACP provides services to support the delivery of training, continuing professional development, and health policy and advocacy to medical health professionals.</p>
POSITION PURPOSE	<p>This position sits within the Training Accreditation Services team, which oversees accreditation for Basic and Advanced Training programs across Australia and Aotearoa New Zealand.</p> <p>The purpose of the role is to provide operational and administrative support to delivery of the accreditation program, support implementation of strategic initiatives, maintain compliance with RACP policies and procedures, and develop resources and training to support internal and external stakeholders.</p> <p>The executive officer has an enhanced level of responsibility in providing guidance and support to new starts and more junior team members.</p>
KEY ACCOUNTABILITIES	<ul style="list-style-type: none"><li>- Provide expert advice on accreditation processes for assigned training programs to program administration officers.</li><li>- Mentor and train team members to support the Senior Executive Officer in building a cohesive and effective team.</li><li>- Coordinate administrative tasks and facilitate collaboration across teams for seamless operations.</li><li>- Organise logistics for site visits, including travel arrangements, accreditor packs, and meeting preparations.</li><li>- Manage documentation such as agendas, reports, and schedules, ensuring accuracy and compliance.</li><li>- Deliver secretariat support for committees by preparing agendas, briefs, minutes, and correspondence.</li><li>- Serve as the primary contact for training sites, accreditors, and internal teams to maintain clear communication.</li><li>- Build strong relationships with stakeholders to promote effective collaboration and communication.</li><li>- Address member enquiries promptly and resolve issues in line with organisational policies.</li></ul>

	<ul style="list-style-type: none"> <li>- Review accreditation materials for compliance and conduct audits to ensure consistency.</li> <li>- Contribute to initiatives including education development, process improvement, and policy creation.</li> <li>- Support various organisational projects to achieve goals and address priorities.</li> <li>- Maintain accurate records of training settings and accreditation outcomes.</li> <li>- Analyse data and trends to prepare reports and recommend process enhancements.</li> <li>- Ensure adherence to accreditation standards, guidelines, and updated enhancements</li> </ul>
<b>COMPLEXITIES</b>	<ul style="list-style-type: none"> <li>- Navigating complex policy, process, and stakeholder-related dynamics, including during periods of change</li> <li>- Navigating logistical complexities (e.g., different jurisdictions, time zones, geography) to plan and coordinate meetings, document reviews and physical site visits, including being able to problem solve, as required</li> <li>- Influencing and supporting committees comprised of volunteers to achieve business objectives in set timelines</li> </ul>
<b>ROLE DIMENSIONS</b>	<p>Reporting Line: Senior Executive Officer, Training Services</p> <p>Direct Reports: N/A</p> <p>Team Reports: N/A</p>
<b>COMPETENCIES</b>	<p><b>Action Oriented:</b> Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm</p> <p><b>Collaborates:</b> Building partnerships and working collaboratively with others to meet shared objectives</p> <p><b>Communicates Effectively:</b> Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</p> <p><b>Manages Complexity:</b> Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.</p> <p><b>Interpersonal Savvy:</b> Relating openly and comfortably with diverse groups of people</p> <p><b>Optimizes Work Processes:</b> Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement</p> <p><b>Ensures Accountability:</b> Holding self and others accountable to meet commitments</p> <p><b>Plans and Aligns:</b> Planning and prioritising work to meet commitments aligned with organisational goals</p> <p><b>Balances Stakeholders:</b> Anticipating and balancing the needs to multiple stakeholders</p> <p><b>Instils Trust:</b> Gaining the confidence and trust of others through honest, integrity, and authenticity</p> <p><b>Demonstrates self-awareness:</b> Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses</p>

<b>EXPERIENCE</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>- Demonstrated experience delivering professional client and secretariat services, including high level written and verbal communication skills</li> <li>- Demonstrated stakeholder management experience, including excellent interpersonal skills and the ability to negotiate and influence outcomes</li> <li>- Demonstrated organisation and time management skills, including the ability to respond to changing priorities and achieve set work objectives on schedule</li> <li>- Ability to monitor, evaluate and improve administrative processes and templates</li> <li>- Strong attention to detail and proven document preparation experience</li> <li>- Problem solving and analytical skills</li> <li>- Willingness and ability to work independently and collaborate within a professional team, as required</li> <li>- Willingness and ability to travel within Australia and Aotearoa New Zealand, if required</li> <li>- IT Capabilities: Microsoft Office Suite, SharePoint and video/teleconferencing platforms</li> <li>-</li> </ul>
	<ul style="list-style-type: none"> <li>- <b>Desired</b></li> <li>- Experience working within and/or understanding of postgraduate medical education training and accreditation</li> <li>- Experience working with health service providers and/or knowledge of the healthcare environment in Australia and Aotearoa New Zealand</li> <li>- Experience working in a member organisation or not-for-profit</li> <li>- Experience working with committees, including coordinating and facilitating meetings, and preparing agendas, briefs, minutes, draft reports and correspondence</li> <li>- Enjoys collaborating with internal and external stakeholders and can build positive relationships</li> <li>- Is comfortable in changing, complex environments</li> <li>- Has a continuous improvement mindse</li> </ul>

We are  
**Accountable**

We act with integrity, taking responsibility for actions and outcomes.

We  
**Collaborate**

We share information, foster participation, and build relationships for common goals.

We  
**Indigenise and Decolonise**

We partner, resource and embed Indigenous knowledge and ways to accelerate culturally safe change, to achieve equitable Indigenous futures.

We  
**Lead** the way

We reflect, adapt and learn in delivering best practice.

We are  
**Respectful**

We recognise our rich diversity and value each other's needs and contributions.

