



Position Title	Executive Officer
Employment Type	Full time, 37.5 hrs per week
Unit	Basic Training & Accreditation
Location	Sydney
Award	Educational Services (Post Secondary Education) Award - General Staff
Award Level	Level 5
Date	August 2019
Reviewed by	Senior Executive Officer, Basic Training and Accreditation

#### Position Context

The Royal Australasian College of Physicians (RACP) provides services to support the delivery of training, continuing professional development, and health policy and advocacy on behalf of more than 14,500 Fellows and 6000 Trainees, across Australia and New Zealand

The position is located in the Training Operations (TO) portfolio, one of three areas in the Education Learning and Assessment Directorate. TO is the operational portfolio responsible for the delivery of support and services to physician trainees, training supervisors, training providers/sites and committees within RACP Basic Training and Advanced Training programs; and includes the Assessment and Selection Unit, and the Training and Supervisor Learning Support Unit.

The Basic Training and Accreditation Unit (BTAU) is responsible for the management and support of the Divisional Basic Training Program which is the first 3 years of the Adult Medicine and Paediatric training programs. The unit administers the basic training pathways and the accreditation of basic training providers/sites. It provides advice and support to the committees that govern each training program, and to the trainees, supervisors and training providers/sites associated with these programs. They manage the processes that support accreditation and regular assessment of training providers/sites, progression through training, including certification and approval of training and completion of formative assessments. This requires extensive collaboration with key internal and external stakeholders.

This position reports to the Senior Executive Officer, Basic Training & Accreditation

#### Position Purpose

The primary purpose of the role is to facilitate the management and implementation of Basic Training education programs to support the day-to-day operations within the Basic Training & Accreditation Unit.

#### Position responsibilities

- Coordinate administration in relation to specific BT programs to support the day-to-day operations with the unit.
- Provide advice regarding training programs and program requirements to ensure continuous support for daily enquiries received from trainees, supervisors, training settings and Directors of Physician Education.
- Provide high-level secretariat services to BT committees, including facilitating meetings and drafting of reports and correspondence to support the work of the committees.
- Work with committees to ensure that members are adequately trained and succession plans are considered to support to ensure the committees are able to effectively perform their duties.
- Contribute to the development of effective working relationships with key stakeholders to support communication between the College and its stakeholders.



- Train and mentor staffs to support the Senior Executive Officer build and maintain an effective team.
- Contribute to and participate in projects as required including education program development, process improvement and policy development
- Other tasks or responsibilities as directed by the Senior Executive Officers, Basic Training & Accreditation

#### Competencies required for success

- Collaborates
- Communicates Effectively
- Manages Complexity
- Customer Focus
- Interpersonal Savvy
- Organisational Savvy
- Being Resilient
- Demonstrates Self-awareness

#### Reporting Relationships

**Reports to:** Senior Executive Officer, Basic Training & Accreditation

**No of direct reports:** N/A

**No of reports:** N/A

#### Key Stakeholders

- Basic Training Committees
- AMDEC & PDEC Committees
- The College Education Committee
- Divisional Basic & Advanced Training members
- Education Services portfolios, in particular the Trainee Support Unit, Education Policy & Accreditation Units
- Specialist Medical Colleges
- Specialty Societies

#### Extent of Authority

- Has authority to give advice on administrative requirements & BT matters

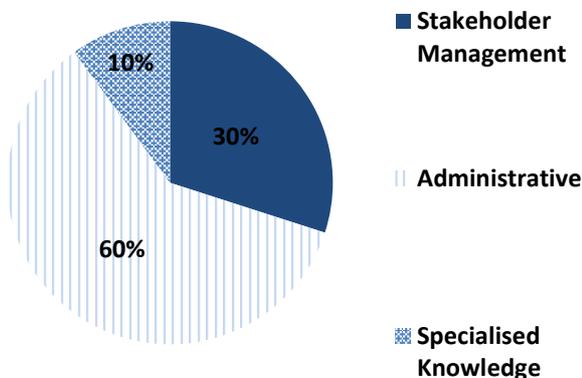


#### What makes the role complex

The Basic Training program comprises the largest number of trainees in the College, with approximately 3000 trainees spread across 237 sites and 2000 supervisors.

In addition to supporting the trainees, their workplace supervisors, hospital staff and enquiries from doctors considering training, the unit supports nine Committees and groups involved with Basic Training.

#### Distribution of work



#### Essential attributes

- Business Administration qualifications or demonstrated equivalent experience, knowledge and skills
- Demonstrated experience in delivering professional client and secretariat services, including high level written and verbal communication skills
- Excellent interpersonal skills with the ability to build effective working relationships with a range of external and internal stakeholders
- High level organisational skills with demonstrated ability to identify and achieve work objectives in a timely manner.
- Ability to negotiate and influence
- Ability to be flexible and adapt to changing priorities
- Ability to work independently and collaborate within a professional team
- Proven experience in problem solving and analytical skills
- Demonstrated high level computer skills and experience with Microsoft applications, Word, Excel and Outlook

#### Desirable attributes

- Sound understanding of quality assurance and continuous improvement processes
- Understanding of postgraduate medical education, training and assessment
- Experience working in a member organisation or not-for-profit

#### Would suit somebody who.....

- Enjoys working with internal and external stakeholders and is able to build positive relationships
- Understands the not-for-profit dynamic and cultural implications
- Is comfortable in changing, complex environments
- Is comfortable advising stakeholders who are experts in their field