



Position Title	STP Senior Executive Officer
Employment Type	Fixed term contract
Unit	STP (Specialist Training Program)
Location	Sydney
Award	Educational Services (Post Secondary Education) Award - General Staff
Award Level	Level 6
Date	September 2018
Reviewed by	Director of Finance, STP Manager and Senior HR Business Partner

The Royal Australasian College of Physicians

The Royal Australasian College of Physicians (RACP) is a diverse and energetic organisation that provides services to support the delivery of training, continuing professional development, and health policy and advocacy on behalf of more than 15,00 Fellows and 7000 Trainees, across Australia and New Zealand.

The RACP is responsible for the training and assessment of doctors who have completed their medical degree and hospital internship, and wish to practice as physicians or pediatricians in a certain field of medicine. The RACP offers 60 training pathways, which lead to the award of one of seven qualifications and allow for registration in 8 specialties and 34 fields of specialty practice with the Australian Health Practitioners Registration Agency (AHPRA) or nine vocational scopes of practice with the Medical Council of New Zealand.

The RACP is an equal opportunity employer. All staff are expected to observe the RACP's policies about the prevention of discrimination and harassment, workplace safety and other matters included in the document called 'Working Together'.

Position Context

The Specialist Training Program (STP) Unit is located in the Finance Services Directorate of the RACP. The STP Unit works with other RACP staff in Education Services, Finance, Governance and elsewhere, Fellows of the College and staff in STP-funded training sites, in order to support the implementation, evaluation, reporting and evolution of the STP program.

The Specialist Training Program is a Commonwealth funded initiative designed to provide medical specialist trainees the opportunity to rotate through a range of rural, private and expanded settings beyond the traditional public metropolitan teaching hospitals while on their pathway to Fellowship of a College. This training is managed by medical specialist colleges and funded through the Commonwealth. The RACP administers almost 400 STP posts in almost 200 sites throughout Australia. The STP also includes the Tasmanian Project (commenced 2014) and the Integrated Rural Training Pipeline (IRTP) initiative which commenced in 2017.

Each STP post is paid up to \$102,500 p.a. for a suitable trainee specialist. Administration of STP includes receiving biannual progress reports from sites, checking they comply with program requirements, determining and approving payments to the sites, and coordinating all other activities associated with the Program such as issue of site contracts, policy development, liaison with advisory groups and reporting to the funder.



Position Purpose

The primary purpose of the STP Senior Executive Officer is to support the STP Program Manager role to oversee all day-to-day activities in relation to the administration of the STP and other associated programs. The role is also responsible for meeting program objectives within quality, time, and budget and post targets, and for managing associated risks.

Position responsibilities

- Accountable for program performance and compliance with contractual obligations
- Support the Manager to manage relationship with Department of Health (DoH), STP Advisory Group, STP Management Group and external interested parties (including Regional Training Hubs, College Fellows and STP programs at other Colleges)
- Assist in reporting to and liaise with DoH regularly, including preparing biannual progress reports, negotiating contracts, consulting on a range of day-to-day program issues and keeping DoH informed of any significant issues
- Support the Manager to manage all financial aspects of STP, including management of payments to sites (salary support, Rural Support Loading and Private Infrastructure and Clinical Supervision), management of funding stream for “Strategic Sustainable Support Projects” and overseeing internal administration costs
- Guide development of STP policies and processes including liaising with STP sites with specific questions or difficulties with the Program to resolve problems
- Oversee documentation of funding agreements with STP sites
- Support the Manager to coordinate review of STP positions, as required by DoH
- Support the Manager to coordinate activities associated with Expressions of Interest for STP funding, as required by DoH
- Assist with the coordination of all aspects of changes to the STP online portal
- Liaise with key stakeholders to ensure the program objectives are being met including evaluation activities.
- Assist in the coordination of communications about STP to other parties, including articles in newsletters, website information and broadcast emails to relevant parties
- Manage a small team of administrative staff
- Assist in the preparation and management of the STP budget
- Any other tasks or projects as required

Competencies required for success

- | | |
|----------------------------------------|--------------------------|
| ▪ Planning | ▪ Dealing with Ambiguity |
| ▪ Building Effective Teams | ▪ Political Savvy |
| ▪ Developing Direct Reports and others | ▪ Negotiating |
| ▪ Problem Solving | ▪ Total Work Systems |

Reporting Relationships

Reports to: *STP Program Manager*



No of direct reports: 2-3

No of reports: 2 FT staff and casual staff as required

Key Stakeholders

- Department of Health
- College education, Finance and Governance Directorates
- STP Advisory Group and STP Management Group
- Liaison officers and supervisors in STP sites (mostly hospitals)
- Legal counsel
- STP contacts at other colleges
- Software company that maintains the STP online portal

Extent of Authority

- Financial delegation - \$0
- Determines payments to be made to sites (counter-signed by Financial Controller)
- Determines all regular contact with DoH
- Determines wording of STP site contracts on advice from legal counsel

What Makes the Role Complex

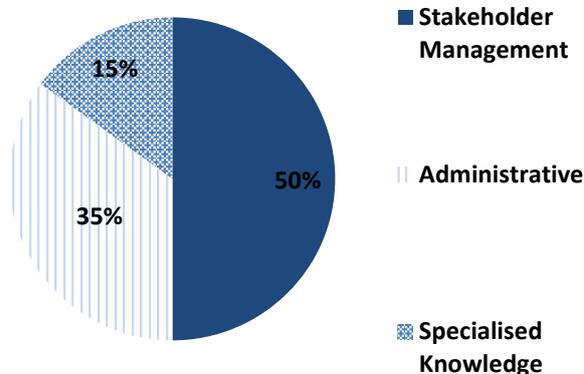
You will manage complex administrative processes in relation to site payments and reporting, compliance with the STP Operational Framework and Funding Agreement with the Commonwealth,

You will be responsible for providing support to manage the STP program budgets

You will be ultimately responsible for good working relationships with the Department of Health, STP sites and other areas of the RACP

You will need to manage a small team effectively

Distribution of Work



Essential Attributes

- Degree or higher qualifications in a relevant field or demonstrated equivalent experience, knowledge and skills
- Direct program delivery experience preferably in the not for profit sector or similar member based organisation
- Financial management experience (in particular, experience in developing and managing budgets, demonstrated understanding of expense management) and high level of numeracy
- Demonstrated ability to work with a diverse group of stakeholders including health professionals, government officials and other College staff at all levels
- Staff management experience



- High-level written and verbal communication and negotiation skills
- Experience in developing, negotiating and managing contracts
- Experience managing databases and good level computer skills, including MS Word, Excel and Outlook
- Excellent organisational and time management skills, including ability to prioritise and manage competing deadlines
- Advanced problem solving and analytical skills, including development of processes and procedures

Desirable Attributes

- Experience managing a program funded by government
- Demonstrated understanding of risk principles
- Experience with medical specialist training environments
- Experience in researching and preparing reports
- Understanding of the medical education environment

Would suit somebody who.....

- Has experience managing relationships with government or external funders
- Has staff management experience
- Has strong communication skills (verbal and written, including negotiating)
- Has a high level of numeracy, financial management experience and analytic ability
- Enjoys a job with a lot of variety