Position Title	Senior Executive Officer, (Accreditation Renewal)
Employment Type	Fixed term contract (4-year contract)
Unit	Education Development and Improvement
Location	Sydney
Award	Educational Services (Post-Secondary Education) Award
Award Level	
Date	March 2019
Reviewed by	Program Manager, Education Renewal, Senior HR Business Partner

The Royal Australasian College of Physicians

The Royal Australasian College of Physicians (RACP) is a diverse and energetic organization that provides services to support the delivery of training, continuing professional development, and health policy and advocacy on behalf of more than 17,000 Fellows and 7500 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 paediatricians 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 34 fields of specialty practice with the Medical Board of Australia, 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 position is located in the Education Development and Improvement (EDI) Group – Accreditation Renewal, within Education Learning and Assessment. The EDI Group is responsible for the delivery of key programs within and across Education Services; working alongside Education, Learning and Assessment Directorate Groups and staff to draw the skills and knowledge required to successfully deliver major change programs, including the Accreditation Renewal Program. (TPAR – Training Provider Accreditation Renewal).

The RACP is undergoing considerable organisational change through which numerous business improvement initiatives and projects are being implemented to:

- improve the way the RACP delivers services to its diverse membership
- deliver on the RACP's requirement as the nationally accredited medical specialist training body for physicians and paediatricians in Australia and New Zealand.

At the same time, the RACP has embarked on an ambitious multi-year education renewal program which encompasses design, development and implementation projects in the following areas:

- Selection into Training
- Competency based curricula
- Technology enhanced learning and assessment (including implementation of an ePortfolio, development of online learning resources and a transition from paper based to computer-based testing and/or scoring)
- Programmatic Assessment
- Training Support – for supervisors and trainees
- Accreditation of Training Settings

Position Purpose

To support the development and delivery of the training provider accreditation strategy and system to ensure the quality of training settings for trainees in Basic Training and Advanced Training, across RACP Divisions, Chapters and Faculties.

This role will be responsible for;

- planning and developing the major policy revisions
- criteria and standards for training settings consistent with the relevant curricula;
- developing standard operating procedures;
- accreditation decision categories;

This role will have and develop RACP relationships with jurisdictions and employers; and training for Fellows and staff to ensure readiness for implementation of the new accreditation system.

This role will be a content expert in accreditation and the configuration and use of technology to support accreditation systems.

Position responsibilities

This is a senior role within Education Development and Improvement – Accreditation Renewal, responsible for providing support and content development for one of the key projects of the RACP. Responsibilities include:

- Support the development of quality accreditation documents for basic and advanced training accreditation for two basic training programs and over 38 advanced training programs.

- Facilitate collaboration with team leads across Education, Learning and Assessment in the development and understanding of the accreditation renewal work to create synergies and opportunities with BAU teams.

- Support the development of associated training and implementation plans and collateral in collaboration with other teams within the RACP (project planning, change management, communication, digital, and information technology).

- Work collaboratively to oversee the development of project plans, budgets, detailed milestones for achievement, resourcing and dependencies for the successful delivery of the complex projects in basic and advanced training.

- Prepare reports, briefs and presentations

- Be a conduit for technology requirements for future technology solution

- Collaborate with stakeholders including health jurisdictions, committees, and jurisdictions

- Develop a strategy that incorporates future accreditation renewal being a continuous improvement processes

- Utilise and support the Accreditation Renewal Advisory Group and support its ongoing operations, including design of workshops

- Support and contribute to a team culture which provides for individual and team growth to achieve organisational goals.

Competencies required for success

▪ Manages Complexity	▪ Organisational Savvy
▪ Customer Focus	▪ Optimizes Work Processes
▪ Strategic Mindset	▪ Business Insight
▪ Plans and Aligns	▪ Manages Ambiguity
▪ Collaborates	▪ Directs Work
▪ Communicates Effectively	▪ Builds Effective Teams

Reporting Relationships

Reports to: Senior Project Lead, Accreditation Renewal

No of direct reports: 2

No of reports: N/A

Key Stakeholders

This position will intersect with several key stakeholders both internal and external:

- Trainees, Fellows, Supervisors
- Training and Education Committees
- Health jurisdictions
- Hospital Networks/sites
- College staff

Extent of Authority

- As per the Delegation Manual

What Makes the Role Complex

- The complexity of the logistics involved in workplace accreditation development for the health context.
- Co-ordinate multiple stakeholders involved in the RACP training systems and processes
- Scope and delivery of the accreditation renewal project
- Support and management of expectations and timelines in relation to competing priorities

Distribution of Work

- Stakeholder Management 30%
- Leadership 10%
- Specialised Knowledge 30%
- Administrative 30%

Essential Attributes

- Demonstrated experience in the development and delivery of accreditation, in a health or education related environment
- Demonstrated experience in project management, planning and implementation
- Understanding of the role of accreditation in postgraduate medical education
- High level written and oral communication skills, including policy/process documentation, reports, briefs and presentations
- Ability to collaborate and build relationships with stakeholders including professionals, committees, and jurisdictions
- Demonstrated skills in analysis, problem solving, and policy development
- Experience in the design of quality systems and continuous improvement processes
- Tertiary qualifications in a related field and/or relevant experience

Desirable Attributes

- Experience in successfully managing organisational change
- Experience in business planning and budget management

Would suit somebody who

- Has a strong track record of managing timelines;
- Has relevant experience in the management of large-scale activities/projects;
- Can effectively manage change and complexity;
- Enjoys working with internal and external stakeholders and can build positive relationships;
- Is committed to continuous improvement and building quality systems