

THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

POSITION DESCRIPTION

Position Title:	Training Program Senior Coordinator
Business Area:	Education
Reporting To:	Fellowship Training Program Manager
Employment Status:	1.0 FTE continuing
Date Reviewed:	May 2023

1. Royal Australasian College of Medical Administrators

The Royal Australasian College of Medical Administrators (RACMA) is a specialist medical college with the objective of influencing health systems management and educating medical practitioners in the specialty of medical administration. The College has Fellows throughout Australia, New Zealand, Hong Kong and other overseas posts.

Four core values underpin all RACMA endeavors:

- Professionalism: Demonstrating self-governance, high standards and ethical behaviour
- Integrity: Doing the right thing in all situations
- Excellence: Striving for outstanding achievement despite constraints
- Respect: Acknowledging and valuing others' thoughts, opinions and feelings

2. Business Area Overview

Contributing to the strategic goals of RACMA the Education division will be responsible for the development, delivery, evaluation and assessment of all education programs delivered by RACMA including with the Fellowship Training Program, short programs such as the Leadership for Clinicians and Management for Clinicians Programs, and the Annual Conference. This unit will support and provide strategic advice to the Chief Executive, key education committees such as the Education and Training Committee, Training Progress Committee and Board of Censors and ensure compliance with key regulatory requirements such as the Australian Medical Council.

3. The Position

Reporting to the Fellowship Training Program Manager, the Training Program Senior Coordinator is responsible for the coordination, implementation, monitoring, evaluation and reporting of key Fellowship Training Program training, education and assessment activities.

4. Key Responsibilities

- Coordinate timelines, processes, communications, and documentation to support development and delivery of Fellowship Training Program training, education, and assessment activities
- Coordinate the review, development, and implementation of processes to ensure effective and efficient systems for assigned Fellowship Training Program training, education, and assessment activities
- Undertake evaluation and internal reporting relating to assigned Fellowship Training Program training, education, and assessment activities
- Ensure accurate, complete, and timely recording of information regarding assigned Fellowship Training Program training, education and assessment activities including Candidate progress and training related matters
- Establish open and clear communication and productive working relationships with Candidates, Censors, staff and other stakeholders regarding assigned training, education and assessment activities
- Coordinate committees including the planning of meetings and preparation of meeting agendas, minutes, reports and action items
- Work cooperatively with other team members to meet objectives and ensure appropriate exchange of information
- Other duties as required

5. Selection Criteria

- Relevant tertiary qualifications in administration, health, education, or related discipline and relevant experience in an education setting preferably within a Specialist Medical College or within the Higher Education Sector
- Understanding of adult learning principles, assessment and evaluation in education at the secondary, tertiary or postgraduate level
- Advanced written and verbal communication skills with an ability to prepare clear, concise communications and reports and effectively communicate information to a range of audiences
- Excellent planning, organisational and time management skills with the ability to set priorities, manage tight or competing deadlines and adapt to meet changing demands
- Strong analytical skills incorporating attention to detail and the ability to collect and analyse relevant information in order to analyse a problem and reach a solution
- Excellent interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, individuals and groups
- Experience with providing administration support to committees including writing minutes and reports
- High level computer skills and knowledge of applications including the Microsoft Office suite, membership databases and learning management systems (e.g. Canvas). Advanced Microsoft Excel skills would be highly regarded
- An interest in medical education and the ability to grasp complex issues relating to training, education and assessment within a Specialist Medical College

6. Organisational Relationships

Internal Liaison	Jurisdictional Coordinators of Training RACMA Censor in Chief RACMA Management and staff RACMA Members and Candidates
Committee Liaison	Academic Board Board of Censors Candidate Advisory Committee College panels and/or working groups Education and Training Committee Jurisdictional Committees Training Progress Committee
External Liaison	External Stakeholders and service providers

7. Other

This role may involve work outside normal business hours and travel within Australia and Aotearoa New Zealand.