

## THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS POSITION DESCRIPTION

<b>Position Title</b>	Coordinator, Assessments
<b>Business Unit</b>	Assessment
<b>Business Division</b>	Education, Training & Development
<b>Reporting To</b>	Manager, Assessments
<b>Direct Reports</b>	Nil
<b>Employment Status</b>	1.0 FTE continuing
<b>Date Reviewed</b>	March 2024

### 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 endeavours:



**Professionalism:** Demonstrating self-governance, high standards & 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 DIVISION OVERVIEW

Contributing to the strategic goals of RACMA, the Education, Training & Development Division is responsible for the development, delivery, evaluation and assessment of all RACMA education and training programs. Programs include the Fellowship Training Program and short programs such as Leadership for Clinicians and Management for Clinicians. This Division will support and provide strategic advice to the RACMA Board, Chief Executive, key education committees including the Education and Training Committee and subcommittees. The Division will also ensure compliance with key regulatory requirements including the Australian Medical Council Accreditation Standards for Assessment and Accreditation of Specialist Medical Programs.

### **3. THE POSITION**

The Coordinator, Assessments is a frontline role and will coordinate the day-to-day operations of Fellowship Training Program Assessments. The Coordinator will provide administrative support for written and oral assessments, entry to training assessments (including Specialist International Medical Graduates), workplace-based assessments and University Masters Programs. The Coordinator will maintain information and data and deliver high-level customer service and ensure compliance requirements are met and processes and policies followed.

The Coordinator will work with RACMA Faculty, Committees and staff from across the business and provide committee coordination. The role involves extensive engagement with internal and external stakeholders.

### **4. KEY RESPONSIBILITIES**

- Coordinate the day-to-day operations of Assessments for the Fellowship Training Program including the monitoring and reporting on Candidate progress.
- Coordinate Training Program Assessments, ensuring efficiency, accuracy and compliance of Unit functions.
- Support the end-to-end planning, delivery, monitoring and evaluation of assessments including timelines, processes, communications, documentation, analysis and reporting, applying a high level of attention to detail and accuracy.
- Ensuring compliance with internal process and policy, and regulatory requirements.
- Coordinate and provide administrative support to College committees/panels including organising meetings, preparing and distributing agendas, writing and distributing minutes and writing reports.
- Contribute to the development of documentation including communications, reports, recommendations, processes, information materials and resources to support the operations, delivery and quality improvement of the Fellowship Training Program.
- Present reports, data analysis and findings, insights, trends and recommendations to clearly explain ideas to relevant stakeholder groups.
- Engage, consult and collaborate with stakeholders including committees and staff for successful program outcomes.
- Other duties as required.

## 5. SELECTION CRITERIA

- Demonstrated relevant experience in an administrative role, preferably within an education or membership organisation.
- Excellent planning, organisational and time management skills with the ability to set priorities, manage tight or competing deadlines and adapt to meet changing demands.
- Demonstrated understanding of application of policy, standards and compliance governance, ideally in an education setting.
- Strong analytical skills incorporating attention to detail and accuracy, and the ability to collect and analyse relevant information in order to develop solution options.
- Excellent writing skills with the ability to prepare documents that convey information and concepts in a clear and concise manner appropriate to the audience and purpose.
- Excellent interpersonal skills with the ability to act with diplomacy to develop and maintain productive and effective working relationships with stakeholders.
- Strong initiative, adaptable and open to change with the ability to work effectively independently as well as part of a team. Ability to seek clarity and escalate issues when necessary.
- Experience with providing administration support to committees including writing minutes, action items and reports.
- High level computer skills and knowledge of applications including Advanced Microsoft Excel skills.

## 6. ORGANISATIONAL RELATIONSHIPS

Internal Liaison	RACMA Members RACMA Candidates RACMA Management and staff
Committee Liaison	Education and Training Committee Board of Censors Training Progress Committee Candidate Advisory Committee College panels and/or working groups
External Liaison	Other Medical Colleges External Stakeholders and service providers

## 7. OTHER

This position involves work outside of normal business hours (including weekends) and may involve travel within Australia and to Aotearoa New Zealand.