

## THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS POSITION DESCRIPTION

<b>Position Title</b>	Manager, Assessments
<b>Business Unit</b>	Assessment
<b>Business Division</b>	Education, Training & Development
<b>Reporting To</b>	Executive Director, Education, Training & Development
<b>Direct Reports</b>	Three
<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**

Working closely with the Executive Director, Education, Training & Development, and Unit Managers, the Manager, Assessments will manage the day-to-day operations of identified aspects of the Fellowship Training Program. The Manager will lead the Assessment team to deliver, monitor, review, evaluate and report on areas of responsibility for the Program and identify and implement quality improvements. The Manager will support the team to deliver high-level customer service and ensure compliance requirements are met and processes and policies followed.

The Assessment Manager will work closely with RACMA Faculty, Committees and staff from across the business. The role will also be responsible for overseeing all training program assessments including high-stakes examinations, written and oral assessments, entry to training assessments (including Specialist International Medical Graduates) and workplace-based assessments. The Manager will also contribute strategically to achieve program and organisational objectives.

### **4. KEY RESPONSIBILITIES**

- Lead the Assessment Team and manage the day-to-day operations of the Unit including assessments and monitoring and reporting on Candidate progression.
- Support the development of team members, providing support and ensuring ownership and delivery of their role responsibilities.
- Manage the end-to-end delivery of Unit functions, ensuring quality outcomes and achievement of organisational objectives.
- Develop and monitor processes to ensure efficiency, accuracy and compliance of Unit functions.
- Provide expertise for assessments including high-stakes assessments, program design, policies, operations, implementation, monitoring, evaluation and quality improvements.
- Identify, monitor, report and manage risks associated with the Unit functions, ensuring compliance with internal process and policy, and regulatory requirements.
- Manage continuous improvement strategies for the Unit's areas of responsibility; implement improvements following appropriate approvals.
- Develop documentation including communications, reports, proposals, recommendations, policies, processes, evaluations, information/education materials and resources to support the operations, delivery and quality improvement for the unit's responsibilities.
- Present discussion papers, data analysis and evaluations findings, insights, trends and recommendations to clearly explain complex ideas to relevant stakeholder groups.
- Engage, consult and collaborate with stakeholders including Committees and Committee Chairs, the Education, Training & Development Leadership team and College staff for successful program outcomes.
- Contribute to developing budgets and provide ongoing monitoring and reporting of approved budgets.
- Other duties as required.

## 5. SELECTION CRITERIA

- A relevant undergraduate or post-graduate degree (essential) with understanding of the Australian and Aotearoa New Zealand Health System including training and education pathways for Doctors in Training (highly regarded).
- Strong management skills, experience in staff supervision, and leading a team in a quality and compliance environment.
- Understanding of adult learning principles and extensive experience in assessment management including delivery, monitoring, evaluation, reporting and compliance.
- Demonstrated understanding of quality and compliance, and application of standards and accreditation governance, ideally in an education setting.
- Excellent analysis and problem-solving skills with a high level of attention to detail and the ability to establish priorities and work to competing timelines.
- Strong initiative, adaptable and open to change with the ability to work effectively independently as well as part of a team.
- Demonstrated ability to think strategically, manage risk, research issues, formulate recommendations, implement decisions and review outcomes.
- Excellent interpersonal skills with the ability to act with diplomacy to develop and maintain productive and effective working relationships with stakeholders.
- Excellent writing skills with the ability to prepare documents that convey complex compliance and operational concepts in a clear and concise manner appropriate to the audience and purpose.
- Excellent presentation skills with the ability to confidently, competently and clearly explain complex ideas to different audiences for different purposes.

## 6. ORGANISATIONAL RELATIONSHIPS

Internal Liaison	RACMA Members RACMA Candidates RACMA Management and staff
Committee Liaison	Education and Training Committee Jurisdictional Committees 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.