



The role

The Director of Education has responsibility for the education aspects of NTGPE's medical education program. The successful applicant will be heavily involved with education program design and delivery to GP registrars and supervisors in health services and educational settings. The position works in cooperation with the Director of Training to ensure the training of NTGPE's GP registrars meets the requirements of the Australian General Practice Training (AGPT) program. The role is an executive leadership role within NTGPE, which plays a key role in the management and coordination of the organisation's activities and provides high level operational support to the CEO.

Context

NTGPE delivers vocational education and training for registrars under the AGPT program to the standards of the Royal Australian College of General Practitioners (RACGP) and Australian College of Rural and Remote Medicine (ACRRM) through multiple education activities to different groups of learners and GP practices dispersed throughout the whole of the Northern Territory (NT). This position therefore deals with a variety of internal and external stakeholders ensuring that communication with these groups enhance NTGPE's key relationships and program delivery.

The broad environment in which NTGPE operates includes communities with high levels of need, as well as service providers and funding agencies that are keen to ensure Aboriginal Health needs are better met. These factors indicate considerable scope for innovative approaches in the way NTGPE operates. It also means that NTGPE needs a coordinated and cooperative approach between the education program team and other parts of the organisation, which requires a flexible approach to its structure and operations. The successful applicant can expect that the position and its duties may evolve during the course of their employment with NTGPE to meet the demands of its business operations.

NTGPE expects to have significant changes to governance, reporting and funding with the transition of the AGPT program to the GP Colleges at the end of 2021. This position will be required to support the organisation during these changes by developing innovative approaches that meet the needs of the Colleges while maintaining an appropriate program that meets NTGPE's goals and objectives.

Location

This position will be either based at the NTGPE office in Darwin at Charles Darwin University, Casuarina Campus or at the NTGPE office in the Centre for Remote Health in Alice Springs.

Supervision

This position reports to and is supervised by the Chief Executive Officer (CEO) and will line manage a number of NTGPE's Medical Educators (MEs) and the Manager of Cultural Education.

Salary

To be negotiated depending on qualifications and experience.

Employment conditions

NTGPE provides a safe working environment, in a fast paced, dynamic organisation which is the lead regional training organisation (RTO) in the NT for medical education and training.

NTGPE offers six (6) weeks annual leave and up to two (2) weeks personal leave.

As NTGPE maintains the status of a health promotion charity it is able to offer significant salary sacrificing arrangements to its employees.

Hours of work

51.45 hours per fortnight full time equivalent (0.7 FTE), with after hours and weekend work an occasional requirement.

Contract period

This position is offered on contract to 31 December 2021 with a minimum three (3) month probationary period. In October 2020 the Federal Minister for Health announced that the AGPT contracts for RTOs would be extended until February 2023 and this contract will be extended for a corresponding period once NTGPE enters into a new agreement.

The person

It is anticipated that the successful applicant will have experience or have demonstrated a capacity to develop in the following areas:

- Leadership and management experience at a strategic level
- Risk management

Key responsibilities

- **Visionary**
Provide strategic support to the CEO and the NTGPE on the current and future smooth operations of the GP registrar education program, improve the sustainability of the business, and support the CEO to negotiate with RACGP and ACRRM in the transitional period.
- **Leader**
In collaboration with the Director of Training, provide leadership, influence and motivate the education team to work cohesively and be client focused.
- **Represent the company**
Maintain a positive public image in representing the company in forums, external public events and liaising with stakeholders and service providers both locally and nationally.
- **Decision maker**
Set the education team guidance and directions, allocating priorities and resources within the education team. Provide recommendations to the CEO and the Board for decision making, planning and continual improvement.
- **Build a team**
Build a cohesive team to provide support to the organisation with an effective, efficient and accountable manner.

Key duties

- As a member of the leadership team, contribute to a safe and inclusive working environment for all staff;
- Provide leadership, oversight and coordination of the delivery of the AGPT program such that it meets and exceeds the standards required by AGPT, RACGP and ACRRM;
- To oversee the interpretation and implementation of RACGP, ACRRM and NTGPE education curricula as they relate to the delivery of the training program within NT;
- To ensure NTGPE education program is aligned to the NTGPE vision and goals;
- With other MEs, CEs and GP supervisors; prepare, conduct and evaluate educational activities for GP registrars;
- Liaise with NTGPE's collaborating agencies in planning, delivering and evaluating medical training programs;
- Implement a system for regular and ongoing review of MEs involved in education activities and CE contributions and support for their development; act as a mentor for medical and cultural educators;
- Represent NTGPE on internal and external committees relevant to general practice training and education issues as requested;
- Provide coordination in NTGPE's quality assurance processes for medical and cultural education;
- Promote, participate in and develop research in general practice education and training;
- Continue employment in General Practice and maintain registration with Australian Health Practitioner Regulation Agency (AHPRA);



- Comply with requirements of health and safety legislation and related NTGPE policies and procedures;
- Establish, maintain and build on relationships with key primary healthcare personnel across the NT, specifically the Director of Medical Services and equivalents; and
- Work collaboratively with the Director of Training to manage the medical education program including covering during periods of leave and absence.

Accountabilities

This position is accountable for providing leadership, support and management with and for MEs and CEs across NTGPE's programs and work locations. As a key strategy in NTGPE's workforce planning, this role will develop a succession plan for MEs and CEs across the NT.

As a member of NTGPE's executive team, the occupant will be expected to model the values of the organisation to support the achievement of the vision and mission of NTGPE.

Working conditions

This position will require sitting for many hours a day at a computer and desk, as well as lifting and bending. In this role you may travel in a 4WD vehicle and/or a light aircraft.

Values

NTGPE is committed to ensuring that we have a working environment that is welcoming and inclusive for all staff. To support this, we have adopted a core set of shared values which guides our work and creates a safe and respectful environment that fosters the best in us all. This includes dealing with our customers, stakeholders, each other and the community:

- RESPECT - work better together
- FAIRNESS - fair go for all
- WELLNESS - show we care
- INNOVATION & CONTINUOUS IMPROVEMENT - idea generators
- MAKING A DIFFERENCE - work with purpose

Police check

Designated positions at NTGPE including this one requires a police check before employment can be confirmed.

Ochre card

Designated positions at NTGPE including this one requires a current Ochre Card (NT working with children clearance) before employment can be confirmed.


Selection criteria

Essential

1. Ability to communicate effectively, build professional teams and lead multidisciplinary groups;
2. Eligibility and preparedness to be registered as a medical practitioner and to undertake General Practice in the NT;
3. FRACGP, FACRRM or equivalent and experience in general practice settings relevant to NT's contexts, preferably including experience in Australian Indigenous medicine;
4. Strong capabilities in cross cultural safety, particularly with Australian Aboriginal culture in the NT context;
5. Demonstrated expertise in medical education and training, preferably including clinical settings;
6. Demonstrated expertise in development and implementation of curriculum as related to NTGPE's programs;
7. Demonstrated leadership and management capabilities in medical education and innovation, including areas or activities related to NTGPE's programs;
8. Demonstrated interest and capability in medical education research and development; and
9. Ability and preparedness to travel to regional and remote communities in the NT and nationally and to represent NTGPE at activities elsewhere in Australia.

Desirable

1. Postgraduate or higher degree qualifications in education; and
2. Current NT driver's licence

Approved

Stephen Pincus, CEO
2021 Feb 10