

The Role

The Registrar Liaison Officer (up to three positions available).

Context

NTGPE delivers vocational education and training for registrars under the Australian General Practice Training (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.

NTGPE is contracted to provide these services until February 2023 at which time the two GP professional colleges – ACRRM and RACGP, will assume responsibility for the program and services. NTGPE is required to continue to operate activities relating to GP education and training during 2022.

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.

Location

These positions will complete portions of their liaison work throughout the week. If they are Darwin-based, they can, by negotiation with the Director of Education & Training (DoET), have a regular time to be in the NTGPE office in Darwin at Charles Darwin University, Ellengowan Drive, Casuarina where they will be allocated an appropriate workstation.

Supervision

These positions report to and are supervised by the DoET and are expected to work relatively independently.

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 Northern Territory 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

Each position is available for 0.1 – 0.2 FTE (maximum 7.35 hours) per week full time equivalent (FTE), with after hours and weekend work an occasional requirement. Additional hours of planned work will be remunerated.

Contract Period

These positions are offered on contract to 5 February 2023 or as otherwise negotiated with a minimum three (3) month probationary period.

Duties

- To provide an independent contact point for GP registrars regarding a range of personal or professional issues and refer them as appropriate;
- To work collaboratively with the other Registrar Liaison Officers for the allocation of responsibilities and tasks;
- Chairing the Registrar Advisory Committee (RAC) and managing the outcomes arising from the committee;
- To represent the needs and views of GP registrars to NTGPE, individually where appropriate or as a group;
- To act as the NT representative to the General Practice Registrar Association (GPRA) for national GP registrar issues;
- To liaise with the GPRA and be a conduit between GPRA and NTGPE GP registrars;
- To take a proactive approach to ensuring GP registrars are satisfied with their teaching and vocational training and encourage all GP registrars to take a proactive approach to their own training;
- To follow up individual GP registrar's issues, to ensure they are adequately managed;
- To assist in developing NTGPE's GP registrar orientations, workshops and small group learning; and
- Provide regular reports to the DoET and NTGPE Board as required.

Accountabilities

This position aims to provide an independent professional colleague for GP registrars to contact about a range of issues affecting their placement in conjunction with advice from the GPRA.

Selection Criteria

Essential

1. Well-developed communication skills, including the ability to represent registrars nationally and liaise with NTGPE management and executive staff in a professional manner;
2. Conflict resolution skills;
3. Experience in conference planning and development of programs to enhance vocational and professional skills of registrars;
4. Knowledge of networks relating to increasing registrar vocational and professional knowledge, skills and practice; and
5. Ability to write concise reports representing a range of views.

Desirable

1. Experience in NTGPE's Australian General Practice Training (AGPT) program.
2. Current NT driver's licence.

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.

NTGPE is committed to providing a healthy and safe work environment and is a smoke-free workplace.

NTGPE is following the NT Chief Health Officer's direction about COVID-19 vaccination which requires you to receive a first dose by 12 November 2021 and two doses by 24 December 2021.

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

Ochre Card

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

Approved

Dr Frances Poliniak, DoET
02/12/2021