

Position Description



Successful incumbent: Vacant		
Job title: Subspecialties Services Coordinator		Department: CDP and Subspecialty Services, Education and Training
Banding level: Coordinator	Banding grade: 3	Salary: up to \$60 000 (plus Superannuation)
Tenure: Permanent		Full-time/Part-time/Casual: Full-time
Reports to: Manager, CPD & Subspecialty Services		Positions reporting to this: Subspecialties Administration Assistant
Position Description prepared: July 2008 Position Description updated: May 2009, September 2009, February 2010		

Primary Job Purpose

- To assist in and, where appropriate, initiate the planning and implementation of policies, procedures and documentation relating to the College's subspecialty training program.
- To contribute to the provision of efficient, high-quality, client-focused trainee administration services, including liaison with trainees, College staff and Fellows
- To take responsibility for the coordination of the Committees associated with the Subspecialty program.

Key Responsibilities/Requirements

- With the Manager, Subspecialties and Curriculum Services, plan and implement policies and procedures through the various subspecialty committees and Subspecialties Committee.
- Contribute to ongoing developments and initiatives of all matters relating to subspecialty procedures, documents and assessment.
- Monitor and document processes undertaken and implement improvements where necessary.
- Provide timely and accurate information, advice and support to the Subspecialty Committee, the various subspecialty subcommittees, and any associated working parties, prepare agendas, meeting papers and minutes and ensure follow-up action.
- Coordinate the National Selection Process for the five subspecialties.
- Organise the assessment of OTSS applying for recognition as subspecialists in Australia and New Zealand.
- Manage applications for accreditation and re-accreditation of Subspecialty Training Units.
- Arrange Subspecialty Committee elections when required.
- Contribute up-to-date information to *College ConneXion* and other College publications.
- Ensure that information on the College website relating to areas of responsibility is posted in a timely manner and is clear, concise, accurate and complete.
- Manage enquiries and correspondence re Subspecialty and Curriculum Services.
- Maintain awareness of developments in other areas of the College which have implications for areas of responsibility.

- Provide organisational support to the Manager, Subspecialties and Curriculum Services.

SELECTION CRITERIA

• Education/Qualifications

- Tertiary qualification or an equivalent combination of relevant training and/or two to three years related work experience.

• Knowledge/Skills/Experience

- Demonstrated time management skills with the ability to meet deadlines, set priorities and operate both independently and in a team environment within the resources available.
- High level of self-motivation, initiative and problem-solving skills.
- Contribute ideas and collaborate in their implementation.
- Excellent organisational skills.
- Ability to initiate effective procedures and documentation.
- Highly developed verbal and written communication skills.
- Demonstrated interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, individuals and groups.
- Knowledge of personal computers within a MS Windows environment.
- An interest in and commitment to issues concerning women's health; and an interest in health education, with a positive attitude towards developing further skills in an educational setting.

Key Challenge(s)

- Maintain effective support within a complex and busy educational environment.

Outcome(s)

- Competent planning and developmental services within the Subspecialties and Curriculum Services Department.

Closing date for the Submission of Applications

The closing date for applications is by the close of business on Wednesday 10 March 2010.

Late applications will not be accepted.

Please note that the document entitled: 'Advice to Applicants Applying for Positions at The Royal Australian and New Zealand College of Obstetricians and Gynaecologists' should be consulted when submitting your application.