



Programme Advisor GPEP 1

Job Description	
Position title:	Programme Advisor GPEP 1
Responsible to:	Manager – Registrar Team
Location:	Wellington
Start date:	March 2021
Employment status:	Fixed term

About the College

The Royal New Zealand College of General Practitioners (the College) is the professional body and postgraduate educational provider for vocationally qualified specialist General Practitioners (GPs) and Rural Hospital Medicine Practitioners.

Our key aim is to improve health outcomes and reduce health inequities for all people in Aotearoa New Zealand. We do this by setting and maintaining education and quality standards, and supporting our members to provide competent, equitable care to their patients.

Our work is underpinned by kaitiakitanga (service and stewardship), whanaungatanga (collaboration and respect), mana tangata (diversity and inclusion), and auaha (innovation and creativity).

Our 65+ operational staff support approximately 5,500 specialist GPs and rural hospital doctors working in 1,000 general practices around the country. Our people are committed to creating a contemporary and sustainable organisation, improving health equity, leading the way in education excellence, and ensuring the sustainability of quality general practice.

To learn more about who we are and what we do, [please visit our website](#).

Our Benefits

Equal Opportunities
Employer

Flexible
Working

Recognition &
Reward

Wellness &
Wellbeing

About the role

The Programme Advisor is an essential part of the College and is integral to the General Practitioners Education Programme (GPEP).

This role is responsible for providing administrative support, co-ordination of resources, as well as programme-related advice to our first-year Registrars. This role provides administrative advice to Medical Educators (MEs), Teachers and GPEP Registrars on HR and GPEP matters.

Key Responsibilities

- Coordinate and support registrars within the first year of the GPEP programme to assist them on their pathway to Fellowship
- Build and maintain strong relationships with Medical Educators, Assessors, Censors, and the Censor-in-Chief to assist them in providing their specific programme services
- Provide high-quality customer-service to registrars as well as responding to all programme queries in a timely and effective manner

- Working collaboratively across the Learning Team to develop solutions for addressing registrar requests for special circumstances and for deviations from the programme
- Maintaining accurate records within the College data management system of registrar information (iMIS), programme requirements, and progression towards Fellowship.
- Escalate any registrars who are identified to be struggling within the programme to the Manager – Registrar Team to ensure they are provided the required support

Position Requirements

Candidates should have the following essential skills and experiences:

- > Previous administration and coordination experience, preferably within an education setting
- > Excellent verbal and written communication skills
- > Strong time management, planning and organisational skills to ensure high quality results
- > Excellent interpersonal and relationship building skills
- > Experience dealing with confidential information and privacy
- > Highly proficient in Microsoft Office Suite
- > Experience in using learning management systems would be an advantage

Candidates should demonstrate the following essential attributes:

- > Highly self-motivated, and ability to work independently with strong problem-solving skills
- > Keen attention to detail
- > Understands the College's obligation and Government's policy on the Treaty of Waitangi and applied knowledge in decision-making
- > Sense of humour
- > A strong team player
- > Capacity to deal well with highly stressful situations with the ability to maintain calm under pressure

Key Relationships

Internal

- > Manager – Registrar Team
- > Registrar Team
- > Functional Team of the College
- > Cross Functional Team of the College

External

- > GPEP 1 Registrars
- > GPEP 1 Medical Educators
- > Fellowship Censors & Assessors
- > Other key stakeholders

Health & Safety

As an employee you will:

- Take reasonable care of your own health and safety.
- Take reasonable care that what you do, or don't do, doesn't adversely affect the health and safety of others.
- Cooperate with any reasonable policies or procedures the College has in place on how to work in a safe and healthy way.
- Comply with any reasonable instruction given by the College so that you can comply with the Health and Safety at Work Act and its regulations.