

## POSITION DESCRIPTION

# Coordinator, Certificate and Procedural Training Programs (CPTP)

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<b>Incumbent:</b> Vacant	<b>Job title:</b> Coordinator, Certificate and Procedural Training Programs (CPTP)
<b>Reporting to:</b> Lead, Certificate and Procedural Training Programs (CPTP)	<b>Department:</b> Training
<b>Salary/Classification:</b> Confidential	<b>Employment Status:</b> Full time, Permanent
<b>Direct Reports:</b> Nil	<b>Date:</b> January 2026

## Our Organisation

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) is the leading standards body responsible for the training and education of specialists in obstetrics and gynaecology and GP obstetricians in Australia and New Zealand.

RANZCOG is committed to the establishment and maintenance of the highest possible standards of practice in women's health and provides programs in training, accreditation and continuing professional development (CPD) that are responsive to the evolving health care needs of women.

RANZCOG supports research into women's health and act as an advocate for women's healthcare by forging productive relationships with individuals, the community and professional organisations, both locally and internationally.

## Our Values

- **Advocacy** – We are a leading voice for equity, social justice, policy and fairness.
- **Education** – We embrace the opportunity to learn, share knowledge and experience through innovation, discovery, and research.
- **Excellence** – We are committed to performance at the highest standard, in our work, training, research and support.
- **Integrity** – We act honestly, ethically and with accountability with everyone, and in everything we do.
- **Kindness** – We act with compassion and care towards ourselves, and one another
- **Respect** – We expect, and promote, inclusivity, valuing individual rights, beliefs and choices.

## The Team

The Training Directorate incorporates dedicated units to support the programs, products and training services offered by the College. The directorate comprises four main units that work closely together to plan, develop, monitor and deliver our various training programs. These are:

- FRANZCOG & Subspecialty Training Programs
- Procedural Training Programs
- Selection, Accreditation & Specialist International Medical Graduates (SIMGs)
- Examinations

## Purpose of role

The Coordinator, Certificate and Procedural Training Programs (CPTP) coordinates and supports activities relating to trainees undertaking RANZCOG's Certificate and Procedural Training Programs (CPTP) in line with current policies, regulations and legislative requirements.

## Key responsibilities

- Triage and respond to enquiries relating to the Certificate and Procedural training program, ensuring compliance with training requirements
- Coordinate trainee and stakeholder communications on CPTP training matters, in collaboration with the Lead, CPTP
- Monitor and ensure all relevant documentation has been received from trainees and prepare records accordingly
- Review trainee logbooks for CWH, PTP and APTP for compliance, escalating concerns or issues to the Lead, Certificate and Procedural Training Programs (CPTP), Executive Director, Training, and/or Chair of CCAPT as appropriate
- Collate documentation for elevation to certification for CWH, PTP, and APTP; prepare and forward submissions to the Chair and CCAPT for approval; and arrange the distribution of certificates to trainees
- In collaboration with the Lead, review trainee special consideration and recognition of prior learning applications and prepare documentation for CCAPT Chair approval
- Provide committee coordination to the Conjoint Committee for Associate Procedural training (CCAPT) by preparing agendas, writing minutes, following up action items, as well project and review groups as required
- Provide support to the CCAPT Chair and committee members
- Collate relevant information for committees and assessors to allow them to make an assessment
- Review website content, forms and processes relating to the training programs and escalate areas of concern to the Lead
- Attend to a range of tasks and assignments delegated from time to time by the Lead and/or Executive Director, Training.

**This role requires some out of hours work on weekdays. The College offers time off in lieu and flexible working arrangements at times when out of hours work is required.**

## Key Selection Criteria

The ideal candidate will have:

- Sound experience gained in a professional environment in customer service, supporting committees, and general administration.
- Excellent communication skills to converse with internal and external stakeholders from diverse ethnic backgrounds.
- Excellent written communication skills, the ability to prepare accurate minutes, agendas and draft a range of correspondence and reports.
- Excellent planning and organising skills, including the ability to effectively handle conflicting priorities, establish timeframes and meet deadlines.
- Strong attention to detail and the ability to initiate improvements to procedures and process.
- Excellent interpersonal skills, the ability to confidently liaise with a diverse range of people including professionals, Fellows and staff. This includes successfully negotiating outcomes to achieve deadlines
- High level of computer literacy including Microsoft Office suite of products
- Highly desirable experience with using Cognito and data base applications

## Qualifications

As an ideal candidate you will have completed:

- Tertiary qualifications in administration or a related area of study.

## Work Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

## Declaration

I \_\_\_\_\_ acknowledge that I have read and understood the **Coordinator, Certificate and Procedural Training Programs (CPTP)** Position Description.

I accept that the Position Description may be subject to amendments and updating periodically due to organisational requirements.

Employee: \_\_\_\_\_ (signature)      Date: \_\_\_\_\_