

POSITION DESCRIPTION

Co-ordinator, Processing

Incumbent: Vacant	Job title: Co-ordinator, Processing
Reporting to: TBC	Department: Training
Salary/Classification: Confidential	Employment Status: Full time, Permanent
Direct Reports: Nil	Date: 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 and GP obstetricians in obstetrics and gynaecology 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 role coordinates FRANZCOG Research submissions, the Elevation to Fellowship process, and administers the Prevocational Program (PVP). It also supports and coordinates relevant committees and provides support to the Processing team during peak assessment and submission times.

Key responsibilities

Research

- Provide advice to trainees and stakeholders regarding Research submissions and the Regulation impacts on the training pathway.
- Monitor and ensure all relevant documentation has been received from the Trainees and assign submissions to Research Assessors.
- Monitor and ensure Research resubmissions are assessed, seeking second opinion if required.
- Record all trainee outcomes in MyRANZCOG / Integrate including communication to trainees with regards to the decision outcomes as required.
- Induct and support Research Assessors and Training Supervisors
- In collaboration with the Lead prepare reports and papers for committee consideration.
- Provide Committee coordination support for the Research Assessment Subcommittee (RAS) as required by preparing agendas, writing minutes including follow up actions following the meeting, as well project and review groups as required.
- Coordinate member onboarding, induction materials, and conflict-of-interest declarations
- Contribute to the review and update of Regulations, handbooks and guidelines as required and in collaboration with FRANZCOG Training Team
- Maintain website content, forms and processes relating to research.

Elevations

- Set annual timelines for application rounds and update public information.
- Establish folder structures and maintain a master tracking spreadsheet for all applicants.
- Verify trainee eligibility, financial status, and provide application forms.
- Conduct detailed audits of training requirements and prepare documentation for approvals.
- Liaise with STANZ Chairs, TAC, and Board for formal approvals.
- Provide high level communication to trainees including audits, declarations, and confirmation letters and answering queries.
- Ensure completion of all requirements, process elevation, and prepare certificates.

- Notify external bodies and internal teams, and update relevant databases.

Prevocational Program (PVP)

- Set and publish annual timelines for enrolment cut-offs and completion deadlines.
- Apply and verify eligibility criteria including documentation checks at enrolment and completion.
- Manage completion verification and certificates.
- Provide verified completion data to the Selection team.
- Monitor progress and outcomes including workshop submissions and eLearning modules.
- Provide high level communication to applicants including answering questions.
- Review and update PVP application form and ACQUIRE pages.

Other Duties

- Provide assistance to other Training team units during peak periods as directed by the Head of Training Programs (FRANZCOG & Subspecialties).
- Undertake coordination responsibilities for other Training committees as directed by the Head of Training Programs (FRANZCOG & Subspecialties).
- Attend to a range of tasks and assignments delegated from time to time by the Education Processing Lead, or the Head of Training Programs (FRANZCOG & Subspecialties).
- Contribute to the ongoing process improvement projects of the Training Team.
- Undertake other responsibilities as assigned within the scope of this position.

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 verbal communication skills to converse with internal and external stakeholders from diverse backgrounds.
- Exceptional written communication skills with demonstrated ability to prepare accurate minutes, agendas and draft a range of correspondence and reports.
- Excellent planning and organisation skills, including the ability to effectively handle conflicting priorities, establish timeframes and meet deadlines.
- High level of attention to detail and the ability to initiate improvements to procedures and process.
- Excellent interpersonal and stakeholder management skills, with proven ability to confidently liaise with a diverse range of people including professionals, Fellows, Trainees and staff, and to negotiate outcomes to achieve deadlines.
- High level computer literacy in Microsoft office suite of products.
- Experience with using Question Pro, Cognito and database applications (highly desirable)

Qualifications

As an ideal candidate you will have completed:

- Tertiary qualifications or an equivalent combination of relevant training and/or work experience in an administrative support position

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 **Co-ordinator, Processing** Position Description.

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

Employee: _____ (signature) Date: _____