

POSITION DESCRIPTION

Specialist International Medical Graduates (SIMG) Lead

Incumbent: Vacant	Job title: SIMG Lead
Reporting to: Executive Director, Training	Department: Training
Salary/Classification: Confidential	Employment Status: Full time, 1-year contract (parental leave cover)
Direct Reports: SIMG Administrative Officer x 1	Date: December 2024

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 five main units that work closely together to plan, develop, monitor and deliver our various training programs. These are:

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

Purpose of role

The SIMG Lead oversees the functions and responsibilities in administering the assessment of specialist international medical graduates (SIMGs) who have obtained their specialist and or subspecialist qualifications outside of Australia and New Zealand and wish to gain registration in obstetrics and gynaecology or one of the RANZCOG recognised subspecialties.

Key responsibilities

- Oversee and contribute to enquiries relating to the SIMG pathways
- Prepare reports and papers for committee consideration, as required
- Assist in the review and revision of unit processes and projects
- Develop and ensure adherence to the specialty program Service Charter
- Contribute to the development and delivery of trainee, SIMG, supervisor and assessor workshops.
- Develop and oversee data-check and other customised reports, ensuring quality and accuracy
- Actively participate in the development of technology including reporting functions
- Undertake regular checks on the quality of data to determine actions required and communicate this to trainees, supervisors or assessors
- Provide trainee data records and statistics for external reporting.
- Collaborate with IT in the development and implementation of business process improvements
- Ensure appropriate review, approval and governance during the development and operationalisation of guidelines, regulations, training documents and standard operating procedures
- Provide oversight of the maintenance of information and facilitate communications relating to SIMG on the RANZCOG website and through direct communications
- Support the delivery of surveys for needs analysis and evaluation.
- Ensure the effective communication of information between the SIMG team and other directorates/units across the College
- Provide line management and leadership for SIMG Administrative Officer including setting goals, providing support and guidance, organising training, delegating tasks and conducting performance reviews.
- Undertake other duties as directed by the 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:

- Experience in education, training, assessment service and support delivery
- Demonstrated effectiveness as a service manager with the ability to meet operational objectives and respond to organisational change

- Extensive experience in working within regulations, guidelines and processes with service charters and high-quality reporting
- Experience in responding positively to change with experience of contributing towards technology-based developments to systems and processes
- Well-developed time management and organisational skills, including sound judgement and the ability to independently plan, set priorities and produce high quality results within specified timeframes.
- 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.
- Demonstrated abilities required for working in the not-for-profit industry, membership organisations and with volunteers
- Demonstrated experience in supervising and managing a small team
- Excellent interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, individuals and groups; whilst maintaining positive relationships
- Demonstrated behavioural capabilities, knowledge, and experiences consistent with our Organisational Values and a commitment to diversity and inclusion.

Qualifications

As an ideal candidate you will have completed:

- Tertiary qualifications in Education, Health, Policy Business, Administration or another relevant discipline.

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 **SIMG Lead Position Description**.

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

Employee: _____ (signature) Date: _____