# Academic Manager – Education Team

**Position Description**

**Position title:** Academic Manager – Education Team  
**Responsible to:** Head of Learning  
**Responsible for:** Principal Advisor – Education Development, Senior Education Advisor – Examinations, Principal Education Advisor, Education Advisor, Education Designer – Registrars, Admissions Advisor  
**Position location:** Wellington  
**The College:** The Royal New Zealand College of General Practitioners (the College) works to improve the health of all New Zealanders through high quality general practice care. The College is a professional membership organisation which works to strengthen the professionalism and practice of its members. The College provides education, assessment, quality and support services for General Practitioners and rural hospital medicine and represents its members by providing advice and expertise to government and within the wider health sector.

**Purpose of the position:** The Academic Manager provides academic leadership including responsibility for maintaining and implementing the College’s education functions which includes standards, Fellowship Regulations (including policies and procedures), accreditation and the curricula for the General Practice Education Programme and the Rural Hospital Medicine training programme. The Academic Manager is responsible for the development and implementation of all continuous improvement activities related to the General Practice and the rural hospital medicine education programmes. The Academic Manager will manage the education team which is made up of subject matter experts and ensure that the team is professional, member focused, and results focused.

**Date Effective:** May 2019  
**Employment Status:** Permanent, Full Time

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*Our position descriptions describe a positions purpose, key responsibilities and person specifications. It is a living document that may be changed by the employer from time to time, in consultation with the employee. In addition to the responsibilities set out in the position description, the employee shall carry out all reasonable work-related requests made by the employer.*
### Key Results Areas

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<tr>
<th>Key Responsibilities</th>
<th>Key Outcomes</th>
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| **Academic Leadership** | • Ensure alignment with the overall strategic direction of the College and wider requirements of the primary health sector.  
• Research and apply appropriately international practice and best practice in the development of the educational standards, regulations and curricula and the policies that underpin these.  
• An understanding of relevant legislation, government policy and processes that directly affect the College is developed and maintained  
• Represents the College at external meetings with key stakeholders and contributes to external processes that affect the organisation.  
• Provide high quality, robust and timely advice and support to the Group Manager Learning, Senior Management Team and Chief Executive. |
| **College Education Programmes** | • Ensure the General Practice Education Programme (GPEP), the Rural Hospital Medicine training programme and the Continuing Professional Development (CPD) programmes are sustainable and achieve educational performance indicators  
• Work in collaboration with National Clinical Lead and Pou Whirinaki on the development and maintenance of programme goals, outputs and quality measures  
• Lead a team of GP teachers, Medical Educators, Fellowship Assessors, Examiners and Censors to deliver education and training programmes to meet the needs of the College, and diverse communities in New Zealand |
| **College Education Programme Continuous Improvement** | • Sees the bigger picture, identifies and focusses on key factors to set direction and achieve Learning team goals that align with the priorities of the College  
• Responsible for the development, facilitation and implementation of an evaluation framework of the College’s Fellowship regulations and education programmes:  
  o General Practice Education Programme  
  o Continuing Professional Development programme  
• Champion excellence in teaching and foster continuous improvement through evidence reflective practice  
• Identify ways that the education programmes could be run more efficiently and/or effectively. Document new processes and procedures.  
• Seek approval for changes from General Manager, Learning and implement approved changes |
<p>| <strong>Fellowship Regulations</strong> | • Fellowship regulations, policy and procedures are |</p>
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<tr>
<td></td>
<td>developed, implemented and complied with.</td>
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<td>• Work collegially with the Fellowship Manager to ensure that Continuing Medical Education (CME) endorsement decisions are based on College standards, maintain the College network of registered CME providers and ensure the endorsement of appropriate events</td>
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<td>General Practice Curricula and accreditation</td>
<td>• Administer the College’s education standards, regulations, and curricula</td>
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<td>• Provide accreditation reports to the Medical Council of New Zealand as required and develop internal standards against which the College’s accreditation is assessed</td>
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<td>• Appropriate research into international practice and best practice in general practice curriculum, assessment, Division of Rural Hospital Medicine curriculum assessment</td>
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<td>• Evaluation of the curriculum and the College’s assessment practices against identified benchmarks</td>
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<td>• Evaluation of the extent to which the education programme is properly preparing registrars for clinical and written exams and Fellowship assessments and to meet curriculum statement outcomes.</td>
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<td>• Evaluation of any advanced competency programmes approved by the College</td>
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<td>Member focused support</td>
<td>• Establishes and maintains effective and professional relationships and maintains liaison services with members.</td>
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<td>• Provide high quality, robust and timely advice and support to the Education Advisory Group (EAG), the Division of Rural Hospital Medicine (Council and Board of Studies), Te Akoranga a Māui, the National Advisory Council (NAC), the Quality Advisory Committee (QAC) and College Faculties and Chapters.</td>
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<td>• Ensure the Education team’s responsiveness to registrars’ and Fellows’ needs and provision of excellent pastoral care and student support</td>
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<td>Teamwork</td>
<td>• Adopt a project management approach to proactively managing workloads, timeframes and risks across the Education Team.</td>
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<td>• Maintain professional relationships with registrars, Fellows, teachers and Medical Educators and contractors, providing a high level of customer focus.</td>
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<td>• Identify key stakeholders of any project/process and ensure strategies are developed to gain buy-in and commitment to desired outcomes</td>
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<td>• Contribute to building and maintaining relationships within the College and other external relationships and to represent the College in a positive and professional manner.</td>
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*The Academic Manager is responsible for working effectively as a member of the Learning Group and as a representative of the College.*
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| **Staff Management** | - Inspires people to have a shared sense of purpose and contribute to developing priorities and direction  
- Able to innovate and change direction in response to College and external practices and processes  
- Commits to goals and communicates appropriately about plans, resources and progress  
- Manage a member-focussed team, sets and maintains a high level of customer service delivery.  
- Ensure the College meets its statutory, legal and good employer obligations.  
- Manage team Key Performance Indicators and professional development plans |
| **Finance** | - Works within the College financial policy and procedures always  
- Plan coordination of all components of each delivery cycle, including expected expenditure through cycle within overall budget.  
- Budgets are established and agreed with the General Manager Learning.  
- Ensure timely, accurate and relevant information is available to inform the budgeting and variance reporting process. |
| **Health and Safety** | As an employee, you will:  
- Assist with Health and Safety and Wellness initiatives.  
- Take reasonable care for your own health and safety  
- Ensure that all hazards in the workplace are identified, reported and controlled  
- Ensure your staff members and contractors are aware of the Health and Safety requirements of their roles  
- Actively encourage and support local workplace safety management practices  
- Comply with any reasonable instruction given by the College or undertaking so that they can comply with HSWA and the regulations. |
| **Values** | All interactions are undertaken in a respectful, co-operative and collaborative manner, mindful of the effect upon the workplace environment and the people we work with. |

*This role is responsible for the recruitment, induction, professional development and retention of a high-performance team of principal advisors, advisors and education designers*
Professional/Technical Skills and Knowledge

- A post-graduate level qualification in Medical Education is desired
- Demonstrated 5 years plus experience in a tertiary education managerial leadership role with similar scale and complexity
- Demonstrated experience in managing teams and developing leadership across staff
- Demonstrated ability to maintain and develop successful relationships with a variety of stakeholders
- Demonstrated experience in developing and implementing training programme rules and regulations including policies and procedures
- Proven ability to analyse, investigate and interpret data, issues and situations
- Experience in programme evaluation and accreditation activities which includes conducting surveys and analysis of results.
- Excellent written and oral communication skills
- Competent user of software/technology especially Microsoft word and excel
- An understanding of the issues and key relationships within the New Zealand primary health and medical sector would be an advantage
- An awareness of the economic, political, social and cultural context of the College and the health sector
- Understands all relevant legislation and can apply this knowledge in decision-making.

Key Functional Relationships

Internal:
- Education Team
- National Clinical Lead
- Pou Whirinaki
- Other members of the College’s Staff
- Head of Learning
- Members of the Senior Management Team
- Chief Executive
- National Advisory Council
- Education Advisory Committee
- Quality Advisory Committee
- Division of Rural Hospital Medicine
- Rural Chapter
- Te Akoranga a Māui
- Pacific Chapter

External:
- Universities
- Medical Council of New Zealand
- Ministry of Health (Health Workforce NZ)
- District Health Boards
- Other medical education and health professional colleagues
- Other key stakeholders
### Competency Summary

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<th>Results Orientation</th>
<th>Interpersonal Relationships</th>
<th>Individual Potential</th>
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<td><strong>Business Acumen</strong></td>
<td><strong>Building Relationships</strong></td>
<td><strong>Commitment to Excellence</strong></td>
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<td>Keeps up-to-date with science, industry, political, economic, social, regulatory and financial imperatives relative to area of interest. Recognises signs in the operating environment and interprets them in relation to impact, opportunities and risks. Identifies and acts upon, or assists with, opportunities.</td>
<td>Builds, maintains and uses effective working relationships, internal and external to the organisation, to facilitate the successful achievement of projects, assignments and goals.</td>
<td>Sets high personal and professional standards for self and others; assumes responsibility and accountability for the successful completion of projects, assignments or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy.</td>
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<th><strong>Customer/Stakeholder Focus</strong></th>
<th><strong>Change Leadership</strong></th>
<th><strong>Executive Disposition</strong></th>
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<td>Focuses attention on meeting the needs of customers and stakeholders (internal and external) ensuring their satisfaction.</td>
<td>Promotes and implements change to move the organisation towards the desired future state.</td>
<td>Effectively relates to and identifies with peers and manager; recognises the value of teamwork within their leadership team and works as a member of a collective in order to achieve organisational goals; conveys an image that is consistent with the organisation's senior management team.</td>
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<th><strong>Long Range Planning</strong></th>
<th><strong>Communication</strong></th>
<th><strong>Initiative/Innovation</strong></th>
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<td>Establishes courses of action to achieve business goals; allocates resources – human, material, financial. Defines intermediate goals and contingencies.</td>
<td>Expresses and conveys information effectively to other people. This includes speaking, writing and listening. This covers formal and informal situations.</td>
<td>Takes action to achieve goals beyond what is necessarily called for; generates innovative and practical ideas to meet needs; recognises and seizes opportunities to improve on own and the organisation's performance.</td>
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<th><strong>Operational Decision-Making</strong></th>
<th><strong>Developing Organisational Talent</strong></th>
<th><strong>Personal Effectiveness</strong></th>
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<td>Undertakes thorough analysis of group effectiveness through gathering information from a variety of sources; establishes goals that reflect organisational strategy and values, including business excellence principles and practices; gathers all relevant information and applies sound, analytical techniques in order to develop a course of action taking into account factual information and/or logical assumptions, resources, potential risks and opportunities; makes timely, sound decisions.</td>
<td>Creates an environment conducive to building the overall talent pool for the wider organisation; provides timely feedback, guidance, mentoring and development opportunities to enable others to effectively develop their people and reach their agreed goals.</td>
<td>Maintains effective performance when under pressure, (such as time pressure, shifting/conflicting priorities or job ambiguity) when facing opposition from others or in ambiguous environments; acts professionally at all times.</td>
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Confirmation of Position Description

Full name of employee: ____________________________________________

Signature: ______________________________________________________

Date: __________________________________________________________

Signed on behalf of the RNZCGP by: _________________________________

Signature: ______________________________________________________

Date: __________________________________________________________