

Project Officer - Operations



MURRAY CITY
COUNTRY COAST
GP TRAINING

- ❖ Any MCCC office – region wide role
- ❖ 1.0 FTE

About Us

Murray City Country Coast GP Training (MCCC) is a Regional Training Organisation (RTO), funded by the Australian Government to manage and deliver specialist general practice training programs to qualified doctors.

Our training footprint includes rural, remote, outer-metropolitan and metropolitan settings, spanning the south-west to northern regions of Victoria. See our [website](#) for more [about us](#) and a [map](#) showing our footprint.

Our vision

Enhancing community health and wellbeing through leadership in general practice education, training, research and workforce development.

Our mission

- To be the RTO of choice by developing organisational efficiency
- Produce high quality General Practitioners
- Retain General Practitioners in the workforce post fellowship

Position Overview

This role is responsible for providing project and administrative support to a range of stakeholders both internally and externally. A key aspect of this role is to support the national selection and placement process and improvements to operational processes more generally some of which align to the move to college led training. Further, supporting the Project Lead to record key administrative information relating to these processes such as managing and recording selection data and information is also key.

Key Responsibilities

- Project and administrative support for the selection and placement processes, including data collation, survey management, communication, interview panel coordination, portfolio updates, website updates, and collation of capacity figures
- Timely and efficient coordination and dissemination of project material and project support by undertaking administrative project tasks such as managing and maintaining project briefs, project scheduling, action logs, and performance monitoring of projects
- Creation, distribution, and collation of data relating to key projects including but not limited to Registrar intentions, Practice capacity
- Building effective relationships with internal and external stakeholders as related to the position to ensure the delivery of quality and timely customer service
- Assisting as directed in the coordination and processing or Recognition of Prior Learning (RPL) and other key activities relating to the Registrar life cycle across all MCCC for relevant college registrars
- Update policies/procedures as directed and assist with the communication of changes including the preparation of communication and marketing material in consultation with Communications
- Assist with ad-hoc reports, projects and other duties as required by the Team Manager Operations, Project Lead and/or Chief Operations Officer.

Key Selection Criteria

Essential

- Demonstrated experience in a project officer role ideally within the medical or education sectors
- Well-developed data management and analysis skills with the ability to quickly identify errors and trends and perform the necessary reconciliation
- Demonstrated stakeholder engagement experience
- Strong time management and effective organisational skills, lateral thinker, works well under pressure and achieves work deadlines in an environment of competing priorities.
- Strong written skills with proven experience in reviewing policies and preparing communication materials
- Can work autonomously, effectively managing workload without continual guidance
- Advanced computer literacy and prior experience using a range of software including with strong skills in Excel, project and presentation related software.

Desirable

- Tertiary qualifications in administration or project management

Organisational Relationships

- Reports to Team Manager Operations with an indirect (dotted line) to the Project Lead – Workforce Selection and Business Improvement
- Work collaboratively with the Operations, Medical Education and Communications teams
- Liaises with other MCCC staff across the organisation to deliver key project outcomes

Workplace Health and Safety

Ensure that work and services are always provided in a safe manner by regularly reviewing practices and environment, being familiar with Workplace Health & Safety (WH&S) legislation and by participating in WH&S training or drills where required.

Continuous Quality Improvement

Identify continuous quality improvement opportunities; participate in the development of quality procedures and processes and contribute to internal and external continuous improvement activities as required.

Performance Management Framework

Actively participate in supervision and performance review processes.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.