

Position description

Position title:	Evaluations Officer
Date of last revision:	May 2018

1. Purpose

Reporting to the Deputy Director Research & Evaluations, the Evaluations Officer will be involved in the performance of a range of evaluation and administrative tasks associated with education delivery programs for GP Synergy.

The primary function of this role will be the creation and collation of education program evaluations, as well as maintaining and updating evaluation documentation in line with GP Synergy's guiding principles of evaluation. The role will involve data management and quality control of evaluation reports, including the co-ordination of evaluation surveys to GP Synergy regional nodes.

2. Essential duties and responsibilities

Essential duties and responsibilities include the following, other duties may apply:

2.1 Liaise with the relevant evaluation, research, education and events personnel and other GP Synergy staff members

- a) organising evaluation meetings
- b) minuting meetings and distributing meeting documents as appropriate
- c) liaising with appropriate staff about evaluation needs and issues, or when needed
- d) ensuring evaluations operate appropriate time-lines.

2.2 Design, create and maintain evaluation tools for GP Synergy education programs

- a) assist the Deputy Director Research and Evaluations to design and develop effective evaluation tools.

2.3 Create and maintain accurate evaluation records/files

- a) recording and filing of documents including ethics, evaluation material and protocols
- b) organising evaluation documentation in appropriate folders.

2.4 Conduct data collection, collation and evaluation report writing

- a) ensuring collation of documents is up to date
- b) performing data analysis and compiling evaluation reports as needed
- c) checking evaluation reports for any aberrations or incorrect data and updating if needed.

2.5 Liaise with Evaluations Manager or RACGP Educational Activities Representatives (EAR) regarding educational activities that are eligible for Bi-College Continuous Professional Development (CPD) points

- a) communicating with the Evaluation Manager regarding educational programs that attract CPD points
- b) reporting attendance for CPD point allocations as needed
- c) assisting with missed CPD point reporting as needed.

2.6 Other activities as determined by the Deputy Director Research & Evaluation such as assisting with evaluation research projects.

3. Task specification

Task name	% Total work
Liaise with the relevant evaluation research and events personnel and other GP Synergy staff members	20%
Design and creation of evaluation tools for GP Synergy education programs	20%
Create and maintain accurate evaluation records/files	20%
Conduct data collection, collation and evaluation report writing	25%
Liaise with the Evaluations Manager regarding the Bi-College CPD programs	5%
Other activities as determined by the Evaluations Manager	10%
TOTAL	100%

4. Distinguishing factors and competencies

4.1 Skills and other attributes

Area	Description	Competency level required
Skills		
Research skills	Literature searching	Low
	Coordination of data collection processes	High
	Interpreting research results	High
Computing	High level office computing skills including MS Office applications:	
	• MS Word	High
	• MS Excel	High
	• MS Outlook	High
	• MS PowerPoint	High
	• Adobe	Medium
• Access/database	Low	

Communication	Written and verbal communication skills	High
	Interpersonal skills	High
Coordination	Organisational and planning skills and the ability to plan and prioritise work to meet deadlines	Very high
	Demonstrates attention to details, accuracy and thoroughness in work produced	Very high
	Problem solving skills	High
	Document and electronic filing systems	High
Analytical	Synthesises complex or diverse information	Medium
Attitude and recommended characteristics		
Attitude and recommended characteristics	Strong interest in evaluation	Very high
	Propensity towards being organised	Very high
	Works well in a team environment	Very high
	Maintains confidentiality and complies with privacy requirements	Very high
	Takes pride in presentation, quality and efficiency of work	Very high
	Demonstrates respect for internal and external stakeholders and upholds organisational values	Very high
	Is reliable and dependable	Very high
	Demonstrates sound work ethic	Very high
	Takes pride in presentation, quality and efficiency of work	High
	Undertakes and participates in self-development activities	High
	Exhibits an affirmative approach to the requirements of the role and organisational activity	High
	Keeps focused and organised under 'reasonable' pressure	High
Complexity		
Complexity	Ability to cope with competing priorities and resources	Very high
Supervision		
Supervision	Requires the ability to be self-directed and work in a team setting	Very high
	Has the ability to work unsupervised	Very high
Safety		
Safety and Security	Observes safety and security procedures	Very high
	Observes the requirements under the Information Security Management System Charter and specific responsibilities	High
	Determines appropriate action when responding to safety and security matters	High

4.2 Knowledge

Requires knowledge of, and adherence to the National Ethics Statement and relevant privacy and confidentiality legislative requirements, as well as knowledge of ethics procedures and evaluation processes.

A basic understanding of research methodologies is desirable but not mandatory.

4.3 Working conditions

The working conditions for this role are:

- performing multidisciplinary job functions in a relatively stable work environment
- occasional disagreeable elements such as managing the co-ordination of competing tasks and priorities
- travel including occasional overnight travel.

4.4 Physical demands

- Requires medium work demands of an office environment.

4.5 Communicates with

- Research and Evaluation Unit staff
- Medical educators
- Senior staff
- Registrars, supervisors and practice staff
- External evaluation and CPD stakeholders
- External and internal clients and suppliers.

4.6 Scope of authority

- Reports directly to the Evaluations Manager and under the matrix reporting structure.

5 Qualifications

5.1 Education

- Tertiary qualifications in health or education related field.

5.2 Experience

- Requires relevant and current experience in an evaluation environment
- Requires experience with research methodologies.

5.3 Other qualifications/licences

- unrestricted motor vehicle licence
- own car desirable

6 Document Information

6.1 Source documents and cross references

GP Synergy Policies, Procedures and Employment Contract

6.2 Revision history

The following table shows the changes that have been made to this document.

Reviewer	Date	Comments
MS	November 2016	Developed
ND & LK	April 2017	Reporting line change
ADMIN	August 2017	Update to Safety and Security
LK	December 2017	Updated
EH	December 2017	Reformatted Document
LK	May 2018	Revised