



Program Support Officer

Position Description

Reviewed: November 2021

GENERAL PRACTICE TRAINING TASMANIA INC - POSITION DESCRIPTION

Position Title: Program Support Officer	Reports To: Chief Program Officer	
Location: Level 3, RACT House, 179 Murray Street, Hobart		
Direct Reports: Nil	Status: Permanent Part Time (3 days a week)	Approved By CEO

OVERVIEW OF GENERAL PRACTICE TRAINING TASMANIA

General Practice Training Tasmania (GPTT) is a not for profit organisation funded by the Commonwealth Department of Health. GPTT's key objectives are to attract and recruit doctors to GP fellowship training programs and to deliver high quality vocational education that ensures competence and the demonstrated ability to perform effectively in unsupervised general practice.

Our Vision: Inspired practitioners – Healthy Communities

Our Mission: We provide high quality training to sustain and strengthen General Practice and primary health care in Tasmania.

Our Values: Excellence, Integrity, Collaborative, Adaptive and Responsibility

Operationally GPTT provides education and assessment activities that meet the learning needs of GP registrars consistent with Australian general practice vocational training standards and GP College requirements. The organisation aims to provide general practice education and innovative best practice training of the highest national standard, contributing to the development of outstanding general practitioners.

GPTT is funded to deliver the Australian General Practice Training (AGPT) program including aboriginal health strategic initiatives and is accredited to provide other GP college training.

SCOPE OF POSITION

The Program Support Officer is a member of the GPTT Support Services Team and provides administrative and clerical support to the development and delivery of the education and training program.

The role assists with the coordination, delivery and administration of education and training events as well as providing updates and administration support with practice accreditation and liaison. As some of the Education and Training events are delivered around the State some intrastate travel and weekend work will be required.

LEVEL OF AUTHORITY

Reports to the Chief Program Officer in achieving the scope of this position

KNOWLEDGE, SKILLS AND QUALIFICATIONS

1. Good knowledge and experience of administrative procedures;
2. Sound communication, interpersonal and organisational skills;
3. Event management skills
4. Ability to establish cooperative working relationships
5. Good problem solving and decision making skills
6. Proficiency in MS Office;
7. Holds valid Tasmanian driver's licence

KEY RESPONSIBILITIES

1. Provide administrative support to GPTT education event planning, coordination and delivery.
 2. Assist with all administrative processes in relation to the coordination and delivery of Advanced Life Support courses.
 3. Manage bookings and arrangements for training and meeting rooms, and provide support services to visitors.
 4. Data input and reporting as required.
 5. General administrative tasks as required.
 6. As some education and training events are delivered in the north of the State some intrastate travel as well as weekend work will be required.
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