

Position Description

Job title:	Education and Quality Project Officer
Location:	Level 1, 517 Flinders Lane, Melbourne, VIC, 3000
Hours:	Full-time 38 hours per week (1FTE)
Reports to:	Business Director

Overview of GESA

The Gastroenterological Society of Australia (GESA) sets, promotes and continuously improves the standards of practice, training and research in gastroenterology and hepatology in Australia. GESA is the chief advocacy group for the healthcare professionals and scientists working in this field. GESA's strategic priority is to advance the science and practice of gastroenterology in Australia. GESA strives for the highest standards in research, education and training, quality patient care and clinical practice, communications, and advocacy in the field of gastroenterology and hepatology. GESA's mission is to promote optimal health through prevention, control and treatment of gastrointestinal and liver disease in human beings. GESA's strategic priority areas include:

- **ADVOCACY:** Advocate on behalf of our community and membership to achieve optimal health and research outcomes. This includes providing national leadership.
- **EDUCATION:** Provide and facilitate evidence-based training, clinical standards, education and assessment programs which promote world-class scientific knowledge and clinical practice.
- **RESEARCH:** Foster a culture of enquiry and support basic and clinical research in gastroenterology and hepatology.
- **FELLOWSHIP and COLLEGIALLY:** Promote a culture of collegiality and service. This includes a welcoming environment, united professionals and recognition of the contribution of members and others.
- **GOVERNANCE:** Adherence to the highest standards of clinical and corporate governance. Including a focus on financial sustainability, risk management and legislative compliance.

Our Values

The core values of the organisation underpin everything we do. In representing GESA, we expect all employees to role model the following:

- **SERVICE:** Serve our stakeholders and relevant organisations by providing access to research, education, quality standards, communication and advocacy in the fields of gastroenterology and hepatology.
- **INTEGRITY:** Be open, honest, just, reasonable, respectful and ethical in our relationships.
- **EXCELLENCE:** Be accountable for achieving the best health outcomes for the Australian community.

Position Summary

The Education & Quality Project Officer plays an important role in assisting the Business Director, Chief Executive Officer and the organisation to achieve its business objectives. In this role you will be responsible for managing the day-to-day operation of the Conjoint Committee for the Recognition of Training in Gastrointestinal Endoscopy (CCRTGE – "Conjoint") and the National Colonoscopy Recertification Committee, plus other projects as required.

Key Responsibilities

Key Areas	Main Priorities
	<ul style="list-style-type: none"> • Assist the Business Director on a wide range of internal and external tasks and projects • Manage the secretariat for the National Colonoscopy Recertification Committee, meeting scheduling, minutes preparation, managing recertification queries and applications and review process, developing procedures manual and Frequently Asked Questions, looking for and specifying process and system improvements. • Manage the secretariat for the Conjoint Committee for the Recognition of Training in Gastrointestinal Endoscopy (CCRTGE “Conjoint”) certification program. • Managing environmental monitoring of all programs, studies, initiatives related to endoscopy. • Supporting gastroenterological education initiatives as required. • Writing reports for Department of Health, committees and the GESA Board. • Managing phone and email enquiries –on nominated programs, and more generally as required
Communication	<ul style="list-style-type: none"> • Preparing correspondence for key stakeholders including doctors, nurses, health facilities, the Department of Health, GESA Board and members of the public.
Accountability	<ul style="list-style-type: none"> • Proactively comply with direction from the Business Director and assist others as required • Effectively utilise GESA resources in line with organisational policies • Proactively support GESA’s vision and mission <ul style="list-style-type: none"> ○ <u>vision</u> of excellence in research and the practice of gastroenterology & hepatology ○ <u>mission</u> - optimise the prevention and treatment of gastrointestinal and liver disease through promotion, quality, research, education and advocacy
People and culture Internal and external stakeholders	<ul style="list-style-type: none"> • Develop and maintain positive working relationships with CEO, Board, colleagues, faculties, collaborating organisations and committees to achieve the best possible health outcomes for the Australian community • Act in accordance with GESA’s ‘Code of Conduct’ • Internal: GESA team and consultants • External stakeholders include, GESA Council, GESA Faculties and Committees, Conjoint Committee, gastroenterologists, surgeons and GPs, nurses, hospital support staff, GESA members, external health organisations, government bodies, industry partners and marketing departments, suppliers and providers i.e. graphic designers and web providers.

Selection Criteria	
<p>Essential Criteria</p> <p><i>Key capabilities</i></p>	<ul style="list-style-type: none"> • Professional integrity – ethical and accountable, display values of service respectfully and work to high-quality standards when carrying out duties. • Communication - excellent verbal, written and interpersonal skills, clear and effective communication, confident with ability to engage all stakeholders. • Technology - effectively applies technology to maximise efficiencies, must have a sound working knowledge of MS Office. • Prioritising and planning - strong time management and organisational skills able to set clear objectives to successfully executive and deliver projects. • Problem solving - models and promotes flexible and solution focused approach. Applies logic, judgment and data to address issues and invites collaboration. • Attention to detail - quality, process improvement and outcome focused. • Flexibility – to adapt to changing priorities and needs.
<p>Other Essential Criteria</p>	<ul style="list-style-type: none"> • Demonstrated experience or knowledge of the gastrointestinal endoscopy sector • Ability to work collaboratively within a small team and autonomously when required • Critical thinking, problem solving and research skills • Ability to self-manage • Project management experience • Capacity to work out of usual office hours and travel intra/interstate if required
<p>Desirable Criteria</p>	<ul style="list-style-type: none"> • A relevant degree qualification such as a Bachelor of Nursing or Master of Health Administration
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Creative and innovative - finds ways to work better and smarter; generates opinions and ideas; and is open to change and alternatives • Conceptual and analytical ability – strategic thinker; uses analytical and conceptual skills to reason through problems • Flexible and adaptable with the ability to accommodate shifting priorities • Professional and resilient and actively participant in professional development
<p>Other</p>	<ul style="list-style-type: none"> • The information listed above provides an outline of the duties and responsibilities of this position. The successful incumbent may be instructed to carry out other duties as required by the CEO or the organisation.