ROLE PROFILE

Position title	Lead Assessor - Multiple Choice Question (MCQ)	**Reporting to**	Director of Assessment
Department	Assessment	**Direct reports**	N/A
Classification	Casual	**Employment type**	Contract – 200 hours per annum
Date	November 2026	**Location**	Flexible

The Organisation

The Australian College of Rural and Remote Medicine Limited (ACRRM) is an accredited specialty medical college responsible for setting and maintaining professional standards for specialist general practitioners and rural generalists in Australia.

Nationally, ACRRM has more than 7,000 members, including Fellows, trainees and associate members, who live and work in rural, remote and First Nations communities across Australia. Members provide expert front line medical care in a diverse range of settings including general practices, hospitals, emergency departments, Aboriginal health services and other remote settings such as RFDS and the Australian Antarctic Division.

ACRRM's core business is training and assessing specialist general practitioners for a rural generalist scope of practice, setting clinical standards for rural generalist practice; and support and advocacy services for rural, remote and First Nations communities and the health teams that serve them. Its vision is "Healthy rural, remote and First Nations communities through excellence, social accountability and innovation".

The College's headquarters is in Brisbane, Queensland although the majority of staff work flexibly from state, regional or rural locations across the country. ACRRM offices are also located in Adelaide, Bairnsdale, Bendigo, Bunbury, Canberra, Darwin, Hobart, Perth, Rockhampton, Townsville, Wodonga and Wollongong.

Our Values

Optimism: We believe we can individually and collectively make a positive difference in the lives and wellbeing of others. We are curious, creative and constantly exploring new ways to achieve our goals. We celebrate success and share our ideas and experiences with others.

Conviction: We have a deep understanding of our obligation and opportunity to deliver the best possible response to the priority health needs and challenges of our rural, remote and First Nations communities. We work with, for, and as members of, the communities we serve.

Courage: We are prepared to speak out, challenge the status quo and embrace change. We are champions, supporters and guardians. We are comfortable with uncertainty. We humbly seek to understand our limits and to collaborate with others to ensure the best possible outcomes.

Inclusiveness: We are a friendly and welcoming Mob from across Australia and around the world, united by a shared vision. We take strength from our diversity and relationships. We listen, learn and care for each other with dignity and respect. We love to laugh and have fun, and to celebrate the joys in life and work.

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Overview of Position

The Multiple-Choice Question (MCQ) is a high-stakes assessment that evaluates candidates' clinical reasoning, application of knowledge, decision-making in the rural and remote clinical contexts. The MCQ is a mandatory assessment and is one component of the Fellowship Assessment program.

The Lead Assessor (MCQ) provides educational and operational leadership for the MCQ assessment program. The role is responsible for ensuring the validity, reliability, defensibility and quality of the assessment through oversight of examination development, blueprinting, question validation, standard setting, road-testing, quality assurance and reporting processes.

Working closely with the National Director of Assessment, Assessment Manager, writers and other key stakeholders, the Lead Assessor ensures the assessment remains aligned to the Rural Generalist (RG) Curriculum and reflects best practice in medical assessment**.**

The Lead Assessor serves as the educational leader for the MCQ examination and provides expert advice to the Board of Examiners, Assessment Committee and College leadership regarding examination performance, standards and continuous improvement activities.

Position Requirements & Responsibilities

Assessment Leadership and Governance

- Provide leadership and oversight for all aspects of the MCQ assessment program.
- Maintain the academic integrity, quality and defensibility of the MCQ examination.
- Ensure assessment activities comply with College policies, governance requirements and contemporary assessment standards.
- Identify assessment risks and implement strategies to mitigate them.
- Champion continuous improvement initiatives and assessment innovation.

Examination Development and Blueprinting

- Ensure examination content aligns with the Rural Generalist (RG) Curriculum, learning outcomes and examination blueprint requirements.
- Collaborate with the National Director of Assessment to review and approve examination blueprints.
- Ensure appropriate coverage of curriculum domains and levels of candidate performance expected of a competent rural generalist.

Standard Setting and Quality Assurance

- Lead standard setting and quality assurance activities for MCQ.
- Lead the validation and road testing of examination content and assessment materials.
- Ensure assessment content and standards are fair, valid, reliable and aligned with curriculum requirements.
- Review assessment outcomes and contribute to continuous improvement of examination content, marking frameworks and assessment processes.

Writer Leadership and Development

- Lead writer briefing and activities.
- Mentor and support writers to promote consistency in assessment decisions.
- Ensure writers understand examination and question standards.
- Allocate writers to question development using clinical expertise and examination experience.
- Foster a collaborative, professional and constructive culture.

Examination Delivery

- Support the resolution of assessment-related issues during examinations.
- Support the Assessment Team in the implementation of examination operations and quality assurance processes.

Reporting and Stakeholder Engagement

- Prepare the Lead Assessor Report following each examination cycle.
- Contribute to Public Assessment Reports and other formal College reporting requirements.
- Analyse assessment outcomes and communicate findings to relevant governance groups.
- Present examination outcomes, recommendations and quality improvement initiatives to the Board of Examiners, Assessment Committee and other stakeholder groups as required.
- Provide expert assessment advice to the Assessment Manager, Director of Assessment and College leadership.

Selection Criteria

- Fellow of the Australian College of Rural and Remote Medicine (FACRRM) with a minimum of two years' post Fellowship relevant clinical experience.
- Current unrestricted medical registration in Rural Generalist Medicine
- Current clinical practice in Rural Generalist medicine.
- Demonstrated experience in high-stakes assessment.
- Experience leading multidisciplinary teams, committees or groups of examiners / writers.
- Demonstrated experience facilitating professional discussions and achieving consensus.
- Experience interpreting examination performance data and assessment outcomes.
- Experience preparing high-quality written reports and official documentation.
- Experience delivering presentations, workshops or training sessions.

PROFESSINAL BEHAVIOURS

BEHAVIOURS	WHAT THIS MEANS FOR THE ROLE
Presence	• Ability to remain calm under pressure • Is respectful, empathetic and friendly • Demonstrate a service orientated approach
Manage Work	• Adopts a systematic approach to managing work • Organises, prioritises and independently solves problems • Takes personal responsibility for meeting objectives and progressing work.
Quality Work	• Ensure work is accurate • Maintain attention to detail • Manage work within required timeframes
Dependable	• Demonstrate dependability by following work through to completion • Be consistent in quality of work • Ensure work is completed in a planned and efficient manner
Communication	• Ensure communication is clear and professional • Is able to adapt communication style to relate to a diverse range of people • Communication is effective and outcome oriented
Attitude	• Work with a positive attitude • Focus on building positive relationships with internal and external stakeholders • Maintain an optimistic outlook
Expertise	• Ensure continual learning • Maintain and develop technical competency • Engage in self-directed learning and development