

Position title	Clinical Lead – Selection	Reporting to	General Manager – Member Services
Department	Member Services	Direct reports	N/A
Classification		Employment type	
Date	August 2025	Location	Remote

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 6,000 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 company's headquarters is located 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, Perth, Bunbury, Bendigo, Wodonga, Rockhampton and Darwin.

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.

Overview of Position

As the ACRRM Clinical Lead – Selection, your role is to support the continuous improvement and delivery of the ACRRM Fellowship training selection process through the review of eligibility, suitability, clinical guidance and training of clinical contractors. The Clinical Lead – Selection may also be called upon to develop selection interview questions, review the decisions of interview and/or marking panels, moderate outcomes where candidates receive borderline marks and generally support quality assurance in accordance with ACRRM's selection policies and processes.

This role is responsible for working with the ACRRM Selection team to deliver timely, nationally consistent selection processes for the College that meet the requirements of the Department of Health, Disability and Ageing and Australian Medical Council.

Duties and Responsibilities

Alongside and with support from the Line Manager/supervisor:

1. Review of identified applications from a clinical perspective to determine eligibility to meet training requirements based on any noted conditions or restrictions.
2. Support the recruitment and training of suitability assessment markers and interviewers, in addition to providing advice and support where required.
3. Moderate applicant suitability assessment where marks fall within the borderline range.
4. Undertake the role of quality assurance/lead panelist for the Multiple Mini Interviews (MMIs).
5. Assist with individualised feedback to unsuitable applicants.
6. Undertake Selection Reconsideration, Review and Appeal processes according to policy.
7. Ex-officio member of the Selection Committee, contributing to meetings ensuing efficient discussions and be available to take on the Acting Chair role, if and when required.
8. Review the selection criteria, suitability assessment and interview questions and the associated BARs to ensure they continue to meet the standards and requirements for ACRRM Rural Generalist Fellowship training.
9. Meet with the Selection team at regular intervals throughout the selection cycles to provide general clinical advice where it relates to College selection processes and requirements.

Key Competencies

1. Be a Fellow of ACRRM.
2. Hold a minimum five years experience working in a rural or remote setting.
3. Demonstrated understanding of ACRRM's vision and mission, training program requirement and the selection process.
4. Recognition of, and ability to describe, the health service needs of a diverse range of patients across the rural or remote regions, cultures and/or backgrounds.
5. Good understanding of the evidence and criteria required to determine the applicant's suitability to undertake ACRRM training.
6. Knowledge of and/or experience in behavioural interview process e.g. Objective Structured Clinical Examinations (OSCEs) or Multiple Mini Interviews (MMIs).

LEADERSHIP BEHAVIOURS

BEHAVIOURS	WHAT THIS MEANS FOR THE ROLE
Communication	<ul style="list-style-type: none"> ▪ 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
Engage Teams	<ul style="list-style-type: none"> ▪ Engage teams to achieve results and drive accountability ▪ Demonstrate and role model appropriate behaviours ▪ Ability to have difficult conversations that result in desired outcome
Manage Work	<ul style="list-style-type: none"> ▪ Adopts a systematic approach to managing work ▪ Organises, prioritises and independently solves problems ▪ Takes personal responsibility for meeting objectives and progressing work.
Develop Others	<ul style="list-style-type: none"> ▪ Identify skill and capability gaps within the team ▪ Trains and mentors others ▪ Has meaningful development discussions with team
Ownership	<ul style="list-style-type: none"> ▪ Take accountability for the performance of the team ▪ Ensure issues are followed through to resolution and own the outcomes ▪ Effectively communicates upwards