

<b>Position title</b>	Selection Committee	<b>Reporting to</b>	Education Council via the Chair of the Selection Committee
<b>Department</b>	Member Services	<b>Direct reports</b>	N/A
<b>Classification</b>	Voluntary	<b>Employment type</b>	Voluntary
<b>Date</b>	June 2025	<b>Location</b>	Online/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

The Selection Committee aims to lead the planning of the College selection process and to contribute to its implementation and evaluation. The College is committed to select and support the right doctors, in the right places, with the right skills, providing rural and remote people with excellent health care.

As representative on the Selection Committee, you will provide direction and guidance as to the knowledge, skills and abilities to be assessed through the College selection criteria and process. As part of the Committee, you will ratify final selection results for the progression of training offers for College pathways.

### Duties and Responsibilities

1. Preparation
  - a. Be familiar with the selection process, criteria and review documentation provided by the College
  - b. Be familiar with the ACRRM program training requirements and ensure that knowledge and understanding remains current
  - c. Have a good understanding of the requirement to determine if an applicant meets the selection criteria
2. Discussion and Decision Making
  - a. Contribute to active and informed committee discussions and decision-making process in an unbiased and open manner
  - b. Determine the applicant's suitability to undertake ACRRM training in a rural and remote context
  - c. Provide constructive feedback related to the selection and evaluation process
3. Standards and Policy
  - a. Understand and remain up to date with ACRRM standards and policies
  - b. Maintain confidentiality and adhere to the College's code of conduct

### Key Competencies

As per the Terms of Reference.

## LEADERSHIP BEHAVIOURS

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