

Position title	Selection Interviewer	Reporting to	General Manager, Member Services
Department	Member Services	Direct reports	N/A
Classification	Professional Services	Employment type	Contract
Date	June 2025	Location	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

As an ACRRM representative on the selection interview panel, you will be an active interview panel member, assess and review applicant interview responses and support the College to select applicants for entry into the Fellowship program based on the selection criteria.

The MMIs consist of six individual interviews conducted virtually over separate stations. Applicants have two minutes to read a question before each interview and eight minutes to communicate the proposed course of action or ideas in relation to that question. Interviewers include Fellows of ACRRM (FACRRM) along with community representatives from the College.

Duties and Responsibilities

Alongside and with support from the Line Manager/supervisor:

1. Preparation
 - a. Be familiar with the MMI process and review interview documentation provided by the College
 - b. Be familiar with the ACRRM program training requirements and ensure that knowledge and understanding remains current
 - c. Be familiar with the Behaviourally Anchored Rating Scale (BARS) as an interview tool
 - d. Have a good understanding of the requirement to determine if an applicant meets the selection criteria
2. Conduct Multiple Mini Interviews
 - a. Contribute to active and informed participation during interviews and the reflection sessions follow by the MMI sessions
 - b. Determine the applicant's suitability to undertake ACRRM training in a rural and remote context
 - c. Provide both specialised and broad professional perspective in an unbiased and open manner
 - d. Compile, record and review results and data from interviews
 - e. Provide evidence-based comments on applicants' responses using the BARS
 - f. Maintain professional standards of the College
3. Standard 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
 - c. Provide feedback in reviewing and revising standards and policies to improve their quality

Key Competencies

1. Be a Fellow of ACRRM
2. Hold 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. Knowledge of and/or experience in behavioural interview process e.g. Objective Structured Clinical Examinations (OSCEs) or Multiple Mini Interviews (MMIs)
6. Ability to contribute to a team-based selection process
7. Good understanding of the evidence and criteria required to determine the applicant's suitability to undertake ACRRM training

Desirable

1. Experience in providing registrar training supervision in a general practice setting and/or experience working as a medical educator

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