

<b>Position title</b>	Selection Suitability Assessment Marker	<b>Reporting to</b>	General Manager, Member Services
<b>Department</b>	Member Services	<b>Direct reports</b>	N/A
<b>Classification</b>	Professional Services Schedule	<b>Employment type</b>	Contract
<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

As part of the selection process, ACRRM requires applicants to complete a suitability assessment which addresses the selection criteria. The Selection Suitability Assessment Marker's responsibility is to assess and score applicants' responses based on a Behaviourally Anchored Rating Scale (BARS), ensuring that applicants have a genuine interest in rural and remote medicine, readiness for a career as a specialist General Practitioner working in and improving the outcomes of rural, remote or First Nations communities in Australia. Applicants are shortlisted for the selection interview according to the outcome of the assessment.

### Duties and Responsibilities

Alongside and with support from the selection team:

1. Preparation
  - a. Be familiar with the Suitability Assessment marking process and ensure that knowledge and understanding remains current
  - 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 assessment tool
  - d. Have a good understanding of the requirement to determine if an applicant meets the selection criteria
2. Conduct Multiple Mini Interviews
  - a. Review and mark assessments as per allocation
  - b. Determine the applicant's suitability to undertake ACRRM training in a rural and remote context
  - c. Ensure validity and reliability in the marking of responses and provide both specialised and broad professional perspective
  - d. Provide evidence-based comments on applicants' responses using the BARS
  - e. Provide feedback to the college at the completion of the marking period
  - 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. Demonstrated understanding of ACRRM's vision and mission, training program requirements and the selection process
3. 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
4. Good understanding of the evidence and criteria required to determine the applicant's suitability to undertake ACRRM training

## 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>