

# Position description

Position title:	Evaluation Administration Assistant
Date of last revision:	May 2022

## 1. Purpose

Reporting to the Deputy Director Research & Evaluations, the Evaluation Administration Assistant will be involved in the performance of a range of administrative and evaluation tasks associated with education delivery programs for GP Synergy.

The primary function of this role will be to assist the evaluation team with various administrative tasks, including the collation of education program evaluations and maintaining and updating evaluation documentation in line with GP Synergy's guiding principles of evaluation. The role will involve data management and quality control of evaluation reports.

## 2. Essential duties and responsibilities

Essential duties and responsibilities include the following, other duties may apply:

### 2.1 Assist with informing the relevant evaluation, research, education and events personnel and other GP Synergy staff members about evaluation activities

- a) organising evaluation meetings
- b) minuting meetings and distributing meeting documents as appropriate.

### 2.2 Assist in creating and maintaining evaluation tools for GP Synergy education programs

- a) assist the Evaluation team to maintain existing evaluation tools and structures
- b) create surveys from existing templates
- c) assisting with the design and development of new evaluation tools.

### 2.3 Assist with maintaining accurate evaluation records/files

- a) recording and filing of documents including ethics, evaluation material and protocols
- b) maintaining evaluation documentation in appropriate folders
- c) assist with transition documentation.

### 2.4 Assist with data collection, collation and evaluation reporting

- a) ensuring collation of documents is up to date
- b) assist with data analysis and compiling evaluation reports as needed.

### 2.5 Other activities as determined by the Deputy Director Research & Evaluation and Senior Evaluation Officer.

### 3. Task specification

Task name	% Total work
Assist with informing the relevant evaluation, research, education and events personnel and other GP Synergy staff members	15%
Assist with creating and maintaining evaluation tools for GP Synergy education programs	20%
Assist with maintaining accurate evaluation records/files	30%
Assist with data collection, collation and evaluation reporting	20%
Other activities as determined by the Deputy Director Research and Evaluation and Senior Evaluations Officer	15%
<b>TOTAL</b>	<b>100%</b>

### 4. Distinguishing factors and competencies

#### 4.1 Skills and other attributes

Area	Description	Competency level required
<b>Skills</b>		
Computing	High level office computing skills including MS Office applications:	
	• MS Word	Medium
	• MS Excel	Medium
	• MS Outlook	Medium
	• MS PowerPoint	Low
	• Adobe/Nuance	Low
Communication	Written and verbal communication skills	High
	Interpersonal skills	High
Coordination	Organisational and planning skills and the ability to plan and prioritise work to meet deadlines	Medium
	Demonstrates attention to details, accuracy and thoroughness in work produced	High
	Problem solving skills	High
	Document and electronic filing systems	Medium
Analytical	Synthesises complex or diverse information	Low
<b>Attitude and recommended characteristics</b>		
Attitude and recommended characteristics	Interest in evaluation	Medium
	Propensity towards being organised	High
	Works well in a team environment	High
	Maintains confidentiality and complies with privacy requirements	High
	Takes pride in presentation, quality and efficiency of work	High

	Demonstrates respect for internal and external stakeholders and upholds organisational values	High
	Is reliable and dependable	High
	Demonstrates sound work ethic	High
	Undertakes and participates in self-development activities	Medium
	Exhibits an affirmative approach to the requirements of the role and organisational activity	High
	Keeps focused and organised under 'reasonable' pressure	Medium
<b>Complexity</b>		
Complexity	Ability to cope with competing priorities and resources	Medium
<b>Supervision</b>		
Supervision	Requires the ability to be self-directed and work in a team setting	Medium
	Has the ability to work unsupervised	Medium
<b>Safety</b>		
Safety and Security	Observes safety and security procedures	High
	Observes the requirements under the Information Security Management System Charter and specific responsibilities	High
	Determines appropriate action when responding to safety and security matters	Medium

## 4.2 Knowledge

Requires basic knowledge of, and adherence to the National Ethics Statement and relevant privacy and confidentiality legislative requirements.

A basic understanding of evaluation and research methodologies is desirable.

## 4.3 Working conditions

The working conditions for this role are:

- performing multidisciplinary job functions in a relatively stable work environment
- occasional disagreeable elements such as managing the co-ordination of competing tasks and priorities
- occasional travel including overnight travel.

## 4.4 Physical demands

- Requires medium work demands of an office environment.

## 4.5 Communicates with

- Research and Evaluation team
- GP Synergy staff
- Registrars, supervisors and practice staff
- Other industry stakeholders.

#### 4.6 Scope of authority

- Reports directly to the Deputy Director Research and Evaluation and under the matrix reporting structure.

### 5 Qualifications

#### 5.1 Education

- Relevant qualifications in support of the role.

#### 5.2 Experience

- Requires relevant or current work experience
- Experience with evaluation/research methodologies desirable.

#### 5.3 Other qualifications/licences

- unrestricted motor vehicle licence (own car desirable).

### 6 Document Information

#### 6.1 Source documents and cross references

GP Synergy Policies, Procedures and Employment Contract

#### 6.2 Revision history

The following table shows the changes that have been made to this document.

Reviewer	Date	Comments
LK	May 2022	Developed