

Australian College of
Rural & Remote Medicine
WORLD LEADERS IN RURAL PRACTICE



Position Description

Selection Interviewer
ACRRM Representative



Position Description

Selection Interviewer (ACRRM Representative)

This Position Description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, performance management and remuneration initiatives.

Position Title:	Selection Interviewer – ACRRM Representative
Location:	Online unless physical location specified
Current as of:	January 2021
Reports to:	General Manager, Member Services
Direct Reports:	N/A
Key Relationships:	ACRRM Management and Selection Team, Selection Clinical Lead and Interview Panel.



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Role Purpose:

As part of the selection process, shortlisted applicants will be invited to the Multiple Mini Interviews (MMI) stage.

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 applicant for entry into the Fellowship program based on the selection criteria.

The MMI consist of six individual interviews conducted at 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 representatives from the College and/or training organisations.

The role of the ACRRM representative is to be filled by a FACRRM.

You have the following key areas of responsibility:

1. Preparation
2. Conduct Multiple Mini Interviews
3. Standards and Policy



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KEY RESPONSIBILITIES

	KEY ACTIVITY EXAMPLES	MEASURES OF SUCCESS
Preparation	<ul style="list-style-type: none"> • Be familiar with the MMI process and review interview documentation provided by the College • Be familiar with the ACRRM program training requirements and ensure that knowledge and understanding remains current • Be familiar with the Behaviourally Anchored Rating Scale (BARS) as an interview tool • Have a good understanding of the requirement to determine if an applicant meets the selection criteria 	<ul style="list-style-type: none"> ▪ Up-to-date knowledge of ACRRM program training requirements ▪ Understanding of ACRRM's vision and mission ▪ Understanding of the MMI process and the use of BARS ▪ Completion of necessary training
Conduct Multiple Mini Interviews	<ul style="list-style-type: none"> ▪ Contribute to active and informed participation during interviews and the reflection sessions follow by the MMI sessions ▪ Determine the applicant's suitability to undertake ACRRM training in a rural and remote context ▪ Provide both specialised and broad professional perspective in an unbiased and open manner ▪ Compile, record and review results and data from interviews ▪ Provide evidence-based comments on applicants' responses using the BARS ▪ Maintain professional standards of the College 	<ul style="list-style-type: none"> ▪ Provision of unbiased, open and timely assessment of applicants ▪ Provision of constructive and evidence-based comments for each interview assessed ▪ Provision of timely communication and reporting to the College
Standards and Policy	<ul style="list-style-type: none"> ▪ Understand and remain up to date with ACRRM standards and policies ▪ Maintain confidentiality and adhere to the College's code of conduct ▪ Provide feedback in reviewing and revising standards and policies to improve their quality 	<ul style="list-style-type: none"> ▪ Provision of selection process in accordance with the policies, guidelines and procedures established by the College

REMUNERATION

- ACRRM Representative on the selection panel will be paid \$150 per hour plus GST if applicable (to a maximum of \$1200 per day).



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PROFESSIONAL BEHAVIOURS

RESPONSIBILITY

WHAT THIS MEANS FOR THE ROLE

Presence

- Ability to remain calm under pressure
- Is respectful, empathetic and friendly
- Demonstrate a service orientated approach

Manage Work

- Ability to self motivate, look ahead and be proactive in driving work outcomes
- Work in a manner that is goal orientated
- Ability to solve problems

Quality Work

- Ensure work is accurate
- Maintain attention to detail
- Manage work within required timeframes

Dependable

- Demonstrate dependability by following work through to completion
- Be consistent in quality of work
- Ensure work is completed in a planned and efficient manner

Communication

- Ability to communicate with internal and external stakeholders
- Communication is honest, transparent and open
- Demonstrate confidence in communication

Attitude

- Work with a positive attitude
- Focus on building positive relationships with internal and external stakeholders
- Maintain an optimistic outlook

Expertise

- Ensure continual learning
 - Maintain and develop technical competency
 - Engage in self-directed learning and development
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ACRRM VALUES

VALUE	WHAT THIS MEANS FOR THE ROLE
We are visionary	<ul style="list-style-type: none">▪ We are optimists who believe we can make a positive difference for our members and to the lives and health of rural and remote people. We are innovative, imaginative and determined.
We are inclusive	<ul style="list-style-type: none">▪ We are an open and welcoming group of diverse individuals, unified by a common purpose. We respect, inspire and support each other.
We are courageous	<ul style="list-style-type: none">▪ We are prepared to speak out, challenge the status quo and embrace change. We are champions, supporters and guardians.
We are experts	<ul style="list-style-type: none">▪ We are specialists in our field. We work with skill, dedication and care. We take pride in our achievements.