

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



Position Description

Selection Suitability Assessment Marker



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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 Suitability Assessment Marker
Location:	Online
Current as of:	December 2020
Reports to:	General Manager, Member Services
Direct Reports:	N/A
Key Relationships:	ACRRM Management and Selection Team, Selection Clinical Lead and Selection Marker Team.



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Role Purpose:

As part of the selection process, ACRRM requires applicants to complete a suitability assessment which addresses the selection criteria. The Selection Suitability Assessment Marker 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 to a career as a specialist General Practitioner working in rural or remote Australia and a passion for improving the health of rural communities. Applicants are shortlisted for the selection interview according to the outcome of the assessment.

You have the following key areas of responsibility:

1. Preparation
2. Assessment Marking
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 Suitability Assessment marking process and ensure that knowledge and understanding remains current • 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 assessment tool • Have a good understanding of the requirement to determine if an applicant meets the selection criteria 	<ul style="list-style-type: none"> ▪ Effective and consistent marking of assessments ▪ Up-to-date knowledge of ACRRM program training requirements ▪ Understanding of ACRRM's vision and mission ▪ Completion of necessary training
Assessment Marking	<ul style="list-style-type: none"> ▪ Review and mark assessments as per allocation ▪ Determine the applicant's suitability to undertake ACRRM training in a rural and remote context ▪ Ensure validity and reliability in the marking of responses and provide both specialised and broad professional perspective ▪ Provide evidence-based comments on applicants' responses using the BARS ▪ Provide feedback to the college at the completion of the marking period ▪ Maintain professional standards of the College 	<ul style="list-style-type: none"> ▪ Provision of unbiased, open and timely marking of assessments ▪ Provision of constructive feedback for each question marked ▪ 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

- Markers will be paid for the total number of questions marked, at a fee of \$10.00 per question.
- It takes approximate 5 minutes to mark a single question.
- The number of questions which markers may be asked to mark dependent on the final number of assessments received and number of markers involved.



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PROFESSIONAL BEHAVIOURS

RESPONSIBILITY	WHAT THIS MEANS FOR THE ROLE
Presence	<ul style="list-style-type: none"> ▪ Ability to remain calm under pressure ▪ Is respectful, empathetic and friendly ▪ Demonstrate a service orientated approach
Manage Work	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Ensure work is accurate ▪ Maintain attention to detail ▪ Manage work within required timeframes
Dependable	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Ability to communicate with internal and external stakeholders ▪ Communication is honest, transparent and open ▪ Demonstrate confidence in communication
Attitude	<ul style="list-style-type: none"> ▪ Work with a positive attitude ▪ Focus on building positive relationships with internal and external stakeholders ▪ Maintain an optimistic outlook
Expertise	<ul style="list-style-type: none"> ▪ 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.