

# Position Description

Position Title	Senior Project Officer – Shaping a Healthy Australia	Reporting to	Project Manager, Shaping a Healthy Australia
Business Unit	Policy, Advocacy and Research	Direct Reports	Nil
Classification	Level D	Date	March 2024

## Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

## Our Values

RACGP Employees are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



**Quality** Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



**Ethics** Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



**Professionalism** Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

## Your Team

The eHealth, Quality Care & Standard Department champions and facilitates high standard general practice. This is achieved through involvement in quality initiatives and the development of standards, policy, knowledge resources and other tools to support GPs and their practice teams.

## Your Role

The Shaping a Healthy Australia – Healthy Habits digital health program (the program) is an Australian government funded project that aims to enhance the capacity of GPs to support Australian adults to achieve a healthy lifestyle through physical activity, better nutrition, and adequate sleep. See: <https://healthyhabits.racgp.org.au/>

The project aims to:

- support GPs and their teams to encourage lifestyle behaviour change in their patients.
- develop and maintain a patient mobile app, clinician website and education for GPs and primary care teams to support and encourage their patients to adopt positive lifestyle changes,
- implement and roll out Healthy Habits within general practice, ensuring priority populations are appropriately supported.

The Senior Project officer will work independently on a range of Healthy Habits initiatives related to app and website development, general practice integration, sector engagement and evaluation.

## Key Responsibilities

- Apply a user-centred mindset to help plan, develop and implement program initiatives.
- Monitor the delivery of Healthy Habits digital tool and evaluate its uptake and impact by undertaking qualitative and quantitative research and analysis to inform the ongoing development and refinement of Healthy Habits.
- Monitor and coordinate work between interdepartmental teams and sub-contractors, with a focus on marketing and IT.
- Contribute to program grant administration activities including grant and report writing, project governance and procurement.
- Consult with RACGP members and work with the Expert Working Group to develop program initiatives
- Participate in the RACGP Performance Review Cycle.
- Comply with all relevant workplace policies, standards and procedures.
- Undertake other duties as directed

## Qualifications and Experience

**To be successful in the role you will have:**

- Experience in delivering projects and priorities to completion, by drawing on and applying relevant project management resources, and strategies to successfully achieve program or project objectives.
- Experience applying human centred design thinking approaches to develop and refine programs and initiatives.
- Experience in coordinating or managing projects with stakeholders and vendors to develop digital solutions for end users.
- Experience in designing and applying a range of qualitative and quantitative research and analysis methods to develop recommendations and prioritisation of project initiatives.
- Strong writing and editing skills, with demonstrated ability to report on and present complex content in a clear, engaging and concise manner.
- Excellent interpersonal and communication skills with the ability to liaise effectively with a wide range of internal and external stakeholders.
- Highly experienced in the use of digital technologies including Microsoft Office IT, online collaboration and project management programs and data management and analysis.

**Highly Desirable**

- Hold a tertiary degree or post graduate qualification in public health, project, product or change management or a related field (or equivalent experience).
- Current knowledge of emergent trends and issues in relation to digital health behaviour change.
- Experience in and understanding of the healthcare industry, in particular primary care.
- Experience of working with or in a membership organisation.

**Your Relationships**

Your role requires interaction with internal and external stakeholders including:

**Internal:**

- Policy, Advocacy and Research Business Unit
- National and State Faculties
- National office Departments including Marketing and Communications and Information Technology

**External:**

- RACGP Members
- General Practice Staff
- Healthy Habits users
- IT vendors and clinical software providers