



<b>Position Title</b>	Executive Support Officer	<b>Reporting to</b>	State Manager, NSW & ACT Faculty
<b>Department</b>	State Faculty, NSW/ACT	<b>Direct reports</b>	N/A
<b>Classification</b>	Level C	<b>Employment Status</b>	Permanent Part-Time (0.7 FTE)
<b>Position Number</b>	100091	<b>Date</b>	January 2019

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 38000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia." We provide skills and knowledge assessment, educational training and ongoing professional development for practicing GPs. We develop resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

## Our Values

RACGP Staff are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower staff 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 NSW & ACT Faculty links the RACGP to its members and stakeholders in NSW and the ACT and to the broader community. It shapes and implements the College's plans, programs and policies and promotes its ethos and standards; primarily through:

- Encouraging membership in the RACGP and providing a forum for members to actively engage in RACGP activities and activities on behalf of the College.
- Promoting collegiality and pride in the profession.
- Advocacy and leadership to promote a positive role for General Practice.
- Coordination and delivery of educational services.
- Identifying and addressing local aspirations, needs and opportunities.

The Faculty's core work areas are:

Coordinating Quality Improvement and Continuing Professional Development (QI & CPD) in NSW and the ACT.

- Conducting the Fellowship (FRACGP) exam in NSW and the ACT.
- Responding to member enquiries.
- Monitoring and supporting high standards for registrar training, particularly through accreditation of registrar trainers.
- Provide member events and support including conferences and social functions.

## Your Role

To provide high level secretariat and administrative support to the Faculty Board, State Manager and RACGP member representatives across NSW and the ACT.

## Key Responsibilities

1. Secretariat for State Manager, Faculty Council, Executive Office-Holders and committee members
2. Respond to incoming request for appointment of Faculty-level RACGP representatives to external committees, working groups, workshops or other.
3. Coordinate and respond to letters of support for Area of Need requests.
4. Coordinate and support the State Manager in responding to Submissions and/or Tenders on behalf of the Faculty.
5. Support the Faculty's advocacy on issues that impact General Practice and Primary Care.
6. Secretariat Support to working parties & committees
7. Support to the Administration team on front desk duties during peak times
8. **Other Responsibilities**
9. **Deliver agreed *Work Plan Goals* – to be developed in conjunction with Manager.**
10. **Delegated Authority (Budget \$ or otherwise): N/A**

## Environment, Health and Safety

1. Complies with the College's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the College in relation to activities taken by the College to comply with OH&S and environmental legislation

## Your Relationships

Your role requires interaction with the following stakeholders:

### RACGP Staff:

State Manager  
All Faculty Staff  
National Office

### Other (may include Council Members, Board Members, Government officials, GPs, RACGP Members etc):

- Suppliers
- External Stakeholders
- Board & Council members
- Councillors
- Community Groups
- RACGP Members
- Non Members

## Key Selection Criteria

### Experience, knowledge and Skills

As a **suitable** candidate, you will have:

**Relevant Knowledge & Experience** – Experience in a relevant executive support role and in providing secretariat support to committees and/or boards.

**Communication Skills** – Excellent written communication skills, with demonstrated experience in keeping minutes and drafting correspondence.

**Interpersonal Skills** - Excellent interpersonal skills and high standards of professional presentation.

**Problem Solving Skills** – Well developed organisational and problem solving skills.

**Technical Skills** – Microsoft Office proficiency and a capacity to work with complex database reports.

**Planning & Organisation** - Ability to plan, organise and establish own work priorities to manage a complex workload.

**Initiative & Team Orientation** - Ability to work independently as well as work effectively as part of a small team

As an **ideal** candidate, you will **also** have:

Board and governance experience.

Experience in writing minutes and drafting reports and correspondence.

Marketing and publications experience particularly in the academic or professional services area.

Availability to attend a limited number of evening / weekend meetings is essential for this position

The ability to work independently.

The ability to work effectively as part of a small team.

A current NSW drivers licence is desirable.

## Qualifications

As a **suitable** candidate, you will have completed:

Completion of tertiary or post-secondary qualifications, plus significant work experience in a relevant role as described in the required knowledge and skills.

Business or Administration qualification.

As an **ideal** candidate, you will have completed:

TRIM training

Data base training

Submission report writing

Familiar with tendering processes

## Workplace Behaviours

### In your role, you are expected to:

Positively influence others

Take initiative

Focus on service

Make effective decisions

Be transparent

Be respectful

Be emotionally intelligent

Be flexible and adaptive

Strive for excellence

Demonstrate integrity

Be accountable

Collaborate

## Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2014 or subsequent agreement.

## Declaration

I XXXXXXXX acknowledge that I have read and understood the Executive Support Officer position description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee: \_\_\_\_\_ (signature) Date: \_\_\_\_\_

This Position Description is approved by:

H.R:

(signature)

Date: 15 January 2019