Position description

Position Title	Portfolio Analyst	Reporting to	Program Manager
Department	Digital Technology	Direct reports	Nil
Classification	Level E	Employment Status	Permanent, Full time
Position Number	TBA	Date	February 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 39,000 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 RACGP Digital Technology Pillar provides service support to members and to staff of the RACGP. Its core function is to support the provision of information and operational services in Technology, and is responsible for providing a suite of fully integrated and supported technology services to RACGP members and staff enabling them to do their job efficiently and seamlessly.

Your Role

The Portfolio Analyst role will support the Program and Project Managers in delivering the initiatives identified within the Digital Technology portfolio. The role will ensure the project management governance framework is followed by stakeholders and projects managers to ensure successful project outcomes while having a pragmatic approach about delivery and being outcome focused.

The Portfolio Analyst role will also be responsible for the administration and delivery of Project Governance Group meetings and coordination activities for high profile programs such as the OneGP program of work.

This role will also need to develop, implement, communicate and assist with all Program reporting requirements to ensure the direction of all outcome groups are in line and all issues are identified and rectified.

Key Responsibilities

- Successfully support multiple initiatives simultaneously, and coordinate projects as directed by the Digital Office Program Manager.
- Support and administer the Digital Technology steering committee
- Processing vendor contracts and invoicing
- Writing reports and presentations to support Technology projects
- Support project managers in the delivery of Technology, including project documentation, timeline, reporting, stakeholder communication and updates, issue and risk management
- Quality assure project document submissions from the relevant business areas before submission to the steering committees
- Support projects within the technology portfolio and update Digital Office Program Manager of any risks identified.
- Administer the project initiation requests and prioritisation of projects
- Utilise experience in delivering reporting across cross-functional programs of activities, ensuring context of deliverables are easily explained
- Create, build and document ad hoc reports from multiple sources in response to requests
- Deliver agreed KPIs – to be developed in conjunction with Supervisor

Environment, Health and Safety

1. Complies with the RACGP'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 injures 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 RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation

Equity, Diversity and Inclusion

1. Models and promotes appropriate behaviour in relation to equity and diversity principles and practices
2. Embraces RACGP's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas, promotion of staff equity and diversity policy/training and RACGP's Reconciliation Action Plan

Your Relationships

Your role requires interaction with the following stakeholders:

RACGP Staff:	Other
• Program Manager, Digital Project Office • Other Project managers working on projects • Project governance groups • Project steering committees and project teams • State Faculty • National staff	• External products and services vendors • RACGP Members and Fellows • General practitioners and associated practice staff

Key Selection Criteria

Experience, knowledge and Skills

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

- Demonstrated experience in supporting developing and delivering a range of complex projects
- Ability to support a number of concurrent projects and tasks simultaneously to achieve deadline - driven outcomes.
- Experience supporting project teams
- Ability to develop and manage positive networks with a range of external and internal stakeholders
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of executives, managers, subject matter experts and vendors
- Strong understanding of IT systems solutions and projects
- Strong attention to detail, ability to meet deadlines with competing priorities
- Excellent analytical skills

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

- Experience in General Practice Environment – demonstrated knowledge and/or experience in general practice environment
- Strong technical skills, eg Microsoft Project, Case complete, TFS...etc
- Demonstrated knowledge and/or experience in implementing IT solutions with third party vendor.

Qualifications

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

- A relevant business or technology tertiary qualification

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

- A Project Management certification or relevant training

Workplace Behaviours

In your role, you are expected to:

Positively influence others	Be emotionally intelligent
Take initiative	Be flexible and adaptive
Focus on service	Strive for excellence
Make effective decisions	Demonstrate integrity
Be transparent	Be accountable
Be respectful	Collaborate

Classification Description

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

Declaration

I _____ acknowledge that I have read and understood the Portfolio Analyst 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: 08/02/2019