



Position Title	Executive Assistant to General Manager, Corporate Services and Director, Special Projects	Reporting to	General Manager, Corporate Services
Department	Corporate Services	Direct reports	N/A
Classification	Level C	Employment Status	Mat Leave replacement Full-Time (1.0 FTE)
Position Number	100294	Date	April 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 40,000 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

This role provides support for two departments:

The **Digital Technology** department provides IT solutions, service and support to Members and staff of the RACGP.

The **Special Projects** department undertakes projects and other work of strategic importance to RACGP. These projects are for RACGP Members and the organization more broadly.

Your Role

This role will provide efficient and confidential administrative support to the **General Manager, Corporate Services** and **Director, Special Projects** whilst contributing to the successful operations of the service groups to which you are assigned. There is collaboration required with other Executive Assistants whenever there is specific overlap on certain types of work.

The role is expected to be instrumental in promoting a harmonious spirit amongst the executive team, living the values and behaviours expected and working cooperatively - particularly at times of Board reporting, handling sensitive issues and coordinating workloads that are time-sensitive.

Key Responsibilities

- Information management
- Deliver agreed KPIs – to be developed in conjunction with Supervisor
- Provide high level administrative & secretariat support for GM, Corporate Services and Director, Special Projects
- Manage diary and commitments for both GM, Corporate Services and Director, Special Projects
- Making travel arrangements and processing expenses
- Assist the Senior Leadership team when required
- Coordinate meetings, calls, agendas, catering for various internal/external client meetings
- Manage emails and correspondence in a professional and courteous manner
- Build positive and trusted relationships with internal and external stakeholders
- Preparing and editing professional documents, communications and correspondence
- Monitor HRIS system and other requests from the wider team
- Coordinate and facilitate all events related to the team activities
- Assist with projects and ad-hoc duties as required.

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 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 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:

GM, Corporate Services
Director, Special Projects
GM, Legal, GM HR, GM Finance
President, CEO and other SLT
All Digital Technology Managers
Other Executive Assistants in the RACGP
Digital Technology Department staff

Other:

External stakeholders
Technology Vendors
RACGP Members

Key Selection Criteria

Experience, knowledge and Skills

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

- Previous administration experience supporting senior or executive level management
- Strong planning and organisational skills
- Demonstrated ability to work flexibly to deadlines on multiple tasks/projects
- Good stakeholder engagement and management skills
- Strong written and verbal communication skills
- Experience preparing letters, reports and submissions
- Excellent attention to detail
- Advanced MS Office skills (Word, Excel, Project and PowerPoint)
- Satisfactory National Police Check

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

- Experience with TRIM / RM and iMIS
- Previous experience supporting committees and diverse stakeholder groups

Qualifications

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

- Previous administration experience supporting senior or executive level management
- Completion of secondary education and post-secondary qualification in business/office administration.

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

- Demonstrated experience in project management.

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) 2018 or subsequent agreement.

Declaration

I, **<Employee Name>**, acknowledge that I have read and understood the **Executive Assistant to General Manager, Corporate Services and Director, Special Projects** 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 organizational requirements

Employee: _____ (signature) Date: _____

This Position Description is approved by:

H.R:



(signature)

Date: 9/4/2019