



<b>Position Title</b>	Program Coordinator	<b>Reporting to</b>	State Manager, RACGP Victoria
<b>Department</b>	RACGP Victoria	<b>Direct reports</b>	N/A
<b>Classification</b>	Level D	<b>Employment Status</b>	Fixed Term Part Time (0.8 EFT) 12 Months
<b>Position Number</b>	100659	<b>Date</b>	April 2019

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). The RACGP represents 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 GP 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

RACGP Victoria is the main point of contact for members and stakeholders in Victoria. The faculty provides locally focused member services including:

- In line with national campaigns, assist with recruitment and retention of RACGP members and develop strategies to promote membership at the local level.
- Provide a forum for members to actively engage in RACGP activities and activities on behalf of the RACGP
- Promoting collegiality and pride in the profession
- Advocacy and leadership to promote the profession to key stakeholders
- Delivering education and collegial activities

The core work of RACGP Victoria includes:

- Delivering member services and responding to the local needs of RACGP members
- Coordinating the FRACGP examination and related activities in Victoria
- Coordinating the Continuing Professional Development (CPD) Program in Victoria
- Developing and delivering member events included conferences, educational workshops and webinars, and collegial functions such as the Fellowship and Awards Ceremony.

## Your Role

The main focus of the Program Coordinator is to coordinate the end-to-end administration and delivery of workshops, activities and modules to GP's, both face to face and online. This role coordinates, delivers and evaluates RACGP Victoria activities.

## Key Responsibilities

1. Coordinate the deliverables, reporting and evaluation of contracts in accordance with the RACGP and funder organisations agreements
2. Coordinate the end to end administration and delivery of related workshops, activities and modules for GPs, both face to face and online
3. Work with RACGP Victoria members, committees and relevant external stakeholders to coordinate the ongoing development of workshops, activities and module materials
4. Work with relevant internal stakeholders in the implementation of new systems for quality improvement
5. Respond to member and internal and external stakeholder enquiries and feedback
6. Ensure related accredited activities meet and comply with CPD criteria
7. Other duties as directed by the State Manager, RACGP Victoria
  - **This role requires flexibility to work after hours (including weekends) and to travel intrastate as occasionally required**
  - **Delegated Authority (Budget \$ or otherwise): N/A – but responsible for monitoring the budget**

## 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

## 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:

<p>Internal:</p> <ul style="list-style-type: none"><li>• RACGP Victoria Staff</li><li>• RACGP Victoria Drug &amp; Alcohol Committee</li><li>• Education Development</li><li>• Finance</li><li>• Media and Communications</li><li>• Marketing and Publications</li><li>• Information and Technology</li><li>• GP Learning</li></ul>	<p>Other:</p> <ul style="list-style-type: none"><li>• RACGP members &amp; non-member general practitioners</li><li>• Department of Health and Human Services Victoria</li><li>• Suppliers</li><li>• Other relevant organisations and stakeholders</li></ul>
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## Key Selection Criteria

### Experience, knowledge and Skills

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

- Experience in delivering/coordinating projects particularly in a health, education or related environment, including project management accountability
- Previous experience in the development of guidelines and resources in a health, education or related environment
- Excellent written and verbal communication skills with an attention to detail
- Ability to develop and coordinate training programs
- Sound analytical skills
- Sound relationship management and development skills
- Proficiency in using Microsoft Office (particularly Word, Excel, and PowerPoint)
- Satisfactory police check

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

- Understanding of Australian general practice and its culture
- Previous experience within the primary healthcare sector
- Knowledge of and experience in membership organisations

### Qualifications

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

- A tertiary qualification in a relevant field

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

- A tertiary qualification in public health or health related field.
- Current Educational Activity Representative Accreditation

### 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 RACGP Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

## Declaration

I acknowledge that I have read and understood the **Program Coordinator** 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: 4 April 2019