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|------------------------|---|--------------------------|-------------------------------------|
| <b>Position Title</b>  | Senior Reconciliation Action Plan Advisor | <b>Reporting to</b>      | General Counsel & Company Secretary |
| <b>Department</b>      | Legal/Corporate Services                  | <b>Direct reports</b>    | none                                |
| <b>Classification</b>  | Level E                                   | <b>Employment Status</b> | Full-time, 2 year fixed term        |
| <b>Position number</b> | TBA                                       | <b>Date</b>              | June 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 standards, 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 Legal Unit which is led by the General Counsel is part of Corporate Services. The Legal Unit looks after or assists in the following areas:

- Advising the CEO and Board
- Agreements with external parties
- Governance
- Review and revision of policy
- Risk and compliance
- Administrative advice

The Senior Reconciliation Action Plan Advisor will also engage with the RACGP Aboriginal and Torres Strait Islander Health Faculty as a key stakeholder.

RACGP Aboriginal and Torres Strait Islander Health ('the Faculty') provides the RACGP with strategic and operational support to advance the RACGP's work in the field of Aboriginal and Torres Strait Islander health. It aims to achieve this through:

- supporting GPs and other health professionals to provide clinically and culturally appropriate and responsive healthcare to Aboriginal and Torres Strait Islander communities
- enhancing engagement with communities and key stakeholders
- enhancing the quality and effectiveness of cultural awareness and cultural safety training for GPs
- advocating for improvements to Aboriginal and Torres Strait Islander health and primary healthcare service delivery
- enabling the RACGP to acknowledge and embrace Aboriginal and Torres Strait Islander cultures
- supporting self-determination and community control
- ensuring members understand the benefits of Faculty membership and actively contribute to the Faculty and the broader work of the RACGP.

## Your Role

The Senior Reconciliation Action Plan Advisor will take a lead role in developing and implementing the 'Innovate' Reconciliation Action Plan (RAP). The role will work closely with a range of internal and external stakeholders to proactively develop strategies for reconciliation initiatives. The role will lead RAP projects, implementing a range of value-add inclusive initiatives whilst engaging Aboriginal and Torres Strait Islander stakeholders, including Elders and community groups. The role will have a continuous improvement responsibility to support the RACGP to embed reconciliation practices with the aim to adopt a 'Stretch' RAP at the completion of the 'Innovate' phase.

## Key Responsibilities

- Work with the Reconciliation Action Plan Working Group to implement the 'Innovate' phase of the RACGP's Reconciliation Action Plan
- Work with the Reconciliation Action Plan Working Group to develop strategies for reconciliation initiatives including cultural learning, employment and procurement
- Work with the Chair of the RAP Working Group in the facilitation and organisation of regular meetings
- Provide advice and support to the RACGP on engagement with Elders and community groups; support events (e.g. National Reconciliation Week and NAIDOC Week) and accessing localised cultural training where applicable to strengthen culture competence
- Develop and implement a cultural learning strategy for staff, including supporting resource development
- Engage staff in reconciliation by implementing organisation-wide RAP strategies
- In conjunction with the RAP Working Group, develop strategies that will ensure organisation wide commitment to deliver RAP initiatives
- Build and maintain effective relationships with key stakeholders involved in the Reconciliation Action Plan Program (members, government and RAP organisations)
- Facilitate stakeholder engagement with the ability to effectively negotiate positive outcomes
- Contribute to the development, promotion and management of events to increase the engagement and networking within the RACGP and its stakeholders in relation to RAP activities
- Work with the Media & Communications team and the RACGP Aboriginal and Torres Strait Islander Health Faculty to effectively promote the progression of the RAP to internal and external stakeholders
- Review existing organisational policies and recommend improvements to improve inclusivity within the workplace
- Develop reports on the progression of the RACGP's Reconciliation Action Plan including the yearly report to Reconciliation Australia

## 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.

## Your Relationships

Your role requires interaction with the following stakeholders:

### RACGP Staff:

- Internal employees at all levels including Senior Managers and Executives
- RAP Working Group
- RACGP Aboriginal and Torres Strait Islander Health Faculty

### Other:

- Reconciliation Australia
- A range of Indigenous organisations and community groups

## Key Selection Criteria

### Experience, knowledge and Skills

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

- Demonstrated experience working and engaging with Aboriginal and Torres Strait Islander people, communities and organisations
- Excellent understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues
- High-level interpersonal skills with a demonstrated record of communicating to a wide range of diverse stakeholders at all levels
- Demonstrated stakeholder management skills, with a record of establishing and sustaining strong relationships, including the ability to influence and achieve positive change
- Experience and knowledge in the implementation of inclusive policies and practices across an organisation
- Ability to think creatively and be solutions focussed
- Project management/coordination experience with the ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines
- Intermediate experience across the MS Office Suite

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

- Demonstrated experience in developing a RAP while working with organisations to improve their cultural practices to build meaningful relationships with Aboriginal and Torres Strait Islander peoples.
- Demonstrated experience working for a health, education or Indigenous organisation

### Qualifications

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

- Not applicable

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

- Relevant tertiary qualification

## 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

## Declaration


I, **XXXXXXXX**, acknowledge that I have read and understood the Senior Reconciliation Action Plan Advisor 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: 20/06/2019