

Position Title	Program Manager, Advocacy and Funding	Reporting to	Manager, Advocacy and Policy
Department	Government Relations, Policy and Practice	Direct reports	4
Classification	Level E	Employment Status	Full Time (1.0 FTE) Permanent
Position Number	100235	Date	April 2021

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 41,000 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 practising 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 Employees are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower employees 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 Government Relations, Policy and Practice (GRPP) Division champions and facilitates high-quality general practice. This is achieved through involvement in quality initiatives and the development of standards, policy, knowledge resources and other tools to support GPs and their teams.

The GRPP Division advocates for GPs through representation and development of RACGP policy on major structural and reform issues. The department also undertakes advocacy on matters relating to the quality and safety of general practice care at both a clinical and practice level, and positions general practice to make a substantial contribution to emerging trends in the Australian healthcare sector.

As part of GRPP, the Advocacy and Funding Unit:

- supports the provision of safe, sustainable and high-quality general practice by advocating across a range of areas including workforce, remuneration and equity of access
- provides secretariat support to the RACGP Expert Committee – Funding and Health System Reform (REC – FHSR)
- responds to government initiatives as they impact on GPs, their teams and patient access to general practice care
- develops resources for GPs and their teams and provides timely advice regarding advocacy and funding issues and related enquiries.

## Your Role

Working closely with the National Manager – Policy and Advocacy, the Program Manager - Advocacy and Funding, will manage the core business of the Advocacy & Funding Unit by providing strategic advice to internal RACGP stakeholders, and overseeing the development of position statements, submissions, and general practice business resources.

## Key Responsibilities

- Manage the Advocacy and Funding Unit
- Develop and oversee the development of RACGP led position, vision, position statements, submissions and briefings for a variety of audiences, including internal and external RACGP stakeholders
- Provide oversight and support for projects, resource development and other tasks
- Oversee and/or provide strategic, research and executive support to REC-GPAF and working groups
- Complete other duties as required by National Manager, Policy and Advocacy or General Manager, GRPP
- Participate in the RACGP Performance Review Cycle.
- Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
- Delegated Authority (Budget \$ or otherwise): \$2,000
- Other duties as required.

## 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 workplace
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 internal and external stakeholders:

### Internal:

- Advocacy and Funding Unit
- GRPP Division employees
- RACGP Expert Committees
- Media and Communications
- Marketing and Publications
- Information and Technology
- Finance
- Office of the CEO and President
- RACGP Faculties

### External:

- RACGP members
- Australian Medical Association (AMA)
- Medical Indemnity Insurers
- Australian Association of Practice Managers (AAPM)
- Australian Practice Nurse Association (APNA)
- Government and departmental officials
- Other relevant organisations and stakeholders

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

- Previous experience within the Australian healthcare sector
- Experience in developing health related policy, position statements and submissions at a national level
- Team management experience
- Experience working with committees
- Excellent written and verbal communication skills
- Sound analytical skills
- Proficiency in using Microsoft Office (particularly Word, Excel, and PowerPoint).

#### Highly Desirable

- Understanding of Australian general practice and its culture
- Understanding of health economics

## Qualifications

#### Essential

- A tertiary qualification and relevant experience or equivalent further education and relevant work experience.

#### Desirable

- Completion of tertiary qualification in public health, health economics or health related field

## 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, (insert name) acknowledge that I have read and understood the Program Manager, Advocacy and Funding 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: \_\_\_\_\_