

# Position Description

Position Title	PLT Project Manager – Aboriginal and Torres Strait Islander Cultural and Health Training	Reporting to	Principal Medical Education Advisor
Division	Profession Led Training	Direct reports	2+
Classification	Level F	Employment Status	Full Time Fixed Term

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

## 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 RACGP are currently undertaking a complex transition program to establish within the College its new Profession-Led, Community-Based Training (PLT) capability to train medical doctors in General Practice as a key component of the Department of Health's Australian General Practice Training (AGPT) Program. The PLT transition is a fundamental change to the delivery of GP Training in Australia, providing an opportunity to improve the quality, safety and accessibility of GP services for all Australians. This transition will build new capabilities from the ground up as well as transfer capabilities from the existing Regional Training Organisations that currently provide AGPT training services.

The PLT Business Unit are a growing team is in the process of defining, planning and implementing this business transformation program, with a range of inter-related projects in-flight or being established. Whilst this role will be a part of the PLT Business Unit, it will also work closely with colleagues in the People, Capability and Transformation – (PCT) team, a key business services function within the RACGP who develops, implements, and delivers responsive and contemporary people solutions - partnering across all levels and functions Australia wide.

This project is also closely aligned and supported by the RACGP National Aboriginal and Torres Strait Islander Health Faculty.

## Your Role

The PLT Project Manager – Aboriginal and Torres Strait Islander Cultural and Health Training, reports directly to the Principal Medical Education Advisor and is responsible for leading a small team to build a framework for Aboriginal and Torres Strait Islander Cultural and Health Training. Your team will include a Senior Medical Educator and a Senior Cultural Educator who will work alongside an advisory group to provide expert support for key content. Working closely with the Principal Medical Education Advisor, Censor for Aboriginal and Torres Strait Islander Health, PLT Operations Manager, and the PLT Aboriginal and Torres Strait Islander Medical Educator, as well as key project and operational resources across the College, you will also report into a steering committee aligned with strategic goals for the project.

You'll manage the establishment of an Aboriginal and Torres Strait Islander Cultural and Health Training framework including the establishment of an Aboriginal and Torres Strait Islander Cultural and Health team.

## Key Responsibilities

- Map Training Organisations' current Aboriginal and Torres Strait Islander Health training programs to develop an Aboriginal and Torres Strait Islander Cultural and Health education framework for integration throughout 2023..Ensure the coordination and provision of expert advice, input and liaison that will inform the delivery of Aboriginal and Torres Strait Islander culture and health in general practice training in a PLT Community-Based program.
- Establish and maintain collaborative relationships with internal and external stakeholders
- Act as a liaison point to ensure that feedback from relevant stakeholders is encapsulated in program development.
- Ensure that communication with key groups, stakeholders and communities is open, inclusive and timely.
- Provide early advice on key risks relating to development of the Aboriginal and Torres Strait Islander cultural and health education framework.
- Develop business cases and project management plans for assigned projects.
- Manage the implementation of approved projects using professional project management disciplines, including: project planning, scheduling, change control, financial management, deliverable quality management, project resource management, project communications management, risk and issue management, procurement and contract management.
- Request, collate, analyse and synthesise data and other information required to inform creation of Aboriginal and Torres Strait Islander Cultural and Health education framework in the Profession-Led Community-Based GP training model.
- Clearly and succinctly report project status including issues and risks to the Principal Medical Education Advisor and project governance forums.
- Manage the allocation of resources to project activities to ensure that resource assignments are explicitly agreed with resource owners and fulfilled as planned.
- Define and manage upstream and downstream project dependencies.
- Conduct the administration required by the project, including documenting, sharing and filing key project related documentation and compiling agendas and minutes for project meetings.
- Identify, capture and apply lessons learned on a regular basis throughout the transition lifecycle.
- Conduct the necessary change and communications management administration, including preparing agendas, minutes, reports and papers.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential

- Tertiary qualification in project management or related discipline combined with relevant work experience
- Professional project management qualification (Eg Prince2, PMBok)
- Demonstrated understanding of contemporary issues in medical education and training, with a focus on Aboriginal and Torres Strait Islander culture and health.
- Proven knowledge of the health sector- including the Aboriginal and Torres Strait Islander health sector, AGPT Program and Regional Training Organisations contracted to deliver these programs
- Demonstrated ability to synthesise complex information into concise written reports, project plans, policies and processes.
- A track record of being able to quickly and effectively build and maintain strong working relationships with a diverse group of stakeholders
- Excellent written and verbal communication skills, including the ability to succinctly communicate key project aspects to stakeholders at various levels.
- Experience in working on multiple concurrent projects with complex interdependencies with other project/s and operational activities.

### Highly Desirable

- A relevant post-graduate qualification
- Experience of working in the RTO/RVTS sector
- Understanding of Australian general practice and its culture
- Previous experience within the primary healthcare sector
- Knowledge of and experience in a membership organisation

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- PLT employees
- Principal Medical Education Advisor
- Aboriginal and Torres Strait Islander Health Medical Educator
- Aboriginal and Torres Strait Islander Cultural Educator
- PLT Senior Leadership Team
- Manager, RACGP Faculty of Aboriginal and Torres Strait Islander Health
- Censor, RACGP Faculty of Aboriginal and Torres Strait Islander Health
- Member Engagement employees
- Business Services employees

### External:

- Aboriginal and Torres Strait Islander Cultural and Health Advisory committee
- Regional Training Organisations
- Australian College of Rural and Remote Medicine (ACRRM)
- Department of Health
- Indigenous General Practice Registrar Network (IGPRN)
- Australian Indigenous Doctors Association (AIDA)
- General Practice Supervisors Australia (GPSA)
- General Practice Registrars Australia (GPRA)
- External subject matter experts (SME)
- Non-government general practice education and training stakeholders
- Government stakeholders
- National Aboriginal Community Controlled Health Organisation (NACCHO) and relevant state / territory affiliates