

Position Description

Position Title	Projects Manager	Reporting to	State Manager, Victoria Faculty
Business Unit	Member Engagement	Direct Reports	2+
Classification	Level F	Date	February 2023

Our 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 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 faculty's core work areas are:

- Delivering member services and responding to the local needs of RACGP members
- Coordinating the FRACGP examination and related activities in Victoria
- Coordinating the Quality Improvement and Continuing Professional Development (QI&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 focus of the Projects Manager is to coordinate all project activities, including Projects staff, for the delivery of all funded projects. The role coordinates, delivers and evaluates RACGP Victoria activities.

Key Responsibilities

- Management of Projects staff including Projects Coordinator and Projects Administrators
- Oversight of Projects activities, including:
 - Management of education content development, design, and delivery for both face to face (where possible) and online
 - Liaison with both internal and external facilitators and subject matter experts (SMEs)
 - Management of intake registrations and requirements
 - Progress monitoring and completions
 - Mandatory government reporting requirements
 - Manage the reporting, evaluation and various specifications of contracts in accordance with RACGP and the funder organisations' agreement/s
 - Manage budgetary and administrative functions for specified project/s
 - Manage a project unit to ensure deliverables are timely met
 - Work with RACGP Victoria members, committees and relevant external stakeholders to develop, deliver and evaluate education activities
 - Work with relevant internal stakeholders in the implementation of new systems for quality improvement
 - Respond to members, internal and external stakeholder enquiries and feedback
 - Ensure related education activities meet and comply with CPD criteria
- This role requires flexibility to work after hours (including weekends) and to travel intrastate as occasionally required
- Participate in the RACGP Performance Review Cycle.
- Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
- Delegated Authority (Budget \$ or otherwise): N/A – but responsible for monitoring the budget
- Other duties as required.

Qualifications and Experience

Essential

- A tertiary qualification in a relevant field
- Extensive experience in delivering projects particularly in a health environment including project management and budgetary accountability
- Extensive experience in the development of guidelines and resources in a health-related environment
- Excellent written and verbal communication skills with an attention to detail
- Extensive experience in developing and delivering education training programs using different delivery modes (e.g., face to face and online)
- Sound analytical skills
- Sound relationship management and networking skills
- Excellent project development and management skills
- Proficiency in using Microsoft Office (particularly Word, Excel, and PowerPoint)
- Proficiency in Project management applications/software as well as online education platforms
- Satisfactory police check

Highly Desirable

- A tertiary qualification in public health or health related field
- Current Educational Activity Representative Accreditation
- Understanding of Australian general practice and its culture
- Previous experience within the primary healthcare sector
- Knowledge of and experience in membership organisations

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- ACGP Victoria Projects Coordinator and Projects Administrators
- RACGP Victoria Staff
- RACGP GP Committees
- Education Development unit
- Continuing Professional Development unit
- Finance
- Strategic Marketing and Communications
- Information and Technology
- RACGP online education platform unit - gplearning

External:

- RACGP members & non-member general practitioners
- Department of Health, Victoria
- Suppliers
- Other relevant organisations and stakeholders