



Position Description

Position Title	SA Faculty Team Lead	Reporting to	SA State Faculty Manager
Business Unit	Member Engagement	Direct reports	4+
Classification	Level E	Date	October 2025

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

Member Engagement exists to connect our members to the RACGP and each other through relevant and timely communication, personalised products and services that support our members and their profession.

The RACGP SA Faculty is part of the Member Engagement business unit and is the main point of contact for members and stakeholders in SA, providing locally focused member services including:

- A forum for members to actively engage in RACGP activities and activities on behalf of the RACGP
- Opportunities for collegiality, promoting pride in the profession
- Advocacy and leadership to promote the profession to key stakeholders, including through delivery of education and collegial activities

The core work areas for RACGP SA are:

- Advocating for solutions to issues that impact members and their role in the SA primary healthcare system
- Delivering member services and responding to the local needs of RACGP members
- Coordinating delivery of RACGP examinations and related activities in SA
- Coordinating the Continuing Professional Development (CPD) Program in SA
- Developing and delivering member events included conferences, educational workshops, and collegial functions such as the Fellowship and Awards Ceremony.

Your Role

Reporting to the SA Faculty Manager, the role is responsible for supporting the delivery of the operational and strategic requirements of the SA Faculty, including:

- Continuously building a work environment that develops team members' potential and inspires high performance; and
- Ensuring the delivery of innovative and high-quality member solutions, programs, activities and events that meet the needs of RACGP's SA members, stakeholders and the broader community.

Key Responsibilities

- Support the SA Faculty Manager to provide leadership and direction to the SA Faculty.
- Help to build the resource capability and skills of the faculty to support the future direction of the organisation and its members.
- Lead the delivery of core work areas and continue to deliver innovative member focused solutions in response to business needs.
- Manage the day-to-day regional delivery of RACGP products and services and facilitate member engagement with the Faculty and the RACGP more broadly.
- Build and maintain strong and effective stakeholder relationships and work across internal departments to develop whole of organisation solutions.
- Influence and promote the strategic direction and services of the RACGP to stakeholders.
- Collaborate with other faculties and departments to continuously improve business processes, systems and policies to benefit members.
- Implement systems to capture and analyse data to measure and report on the progress of activities and projects.
- Help to drive stakeholder engagement activities and events



- Oversee faculty operations during periods of leave
- Coordinate state policy and advocacy submissions on behalf of the faculty
- Support the general management and planning of faculty operations (staffing, culture, budgetary, facilities and assets including IP, information and archival storage, human resources, councils and committees), including increased effectiveness of business management processes, budgeting and program reporting, and establishing risk management processes.
- Ensure workplace health & safety standards are in place and act as a safety role model to ensure the safety of all people through appropriate anticipation, identification and mitigation of risks
- Ensure through your leadership approach that an inclusive working environment & culture thrives within the RACGP that focuses on outcomes for our employees that improve engagement, retention, development and productivity
- Comply with all relevant workplace policies and procedures.
- Other duties as required

Qualifications and Experience

Essential

- Tertiary qualifications or experience in a relevant field (health, education, quality, management)
- An understanding of the Australian health system with particular reference to general practice
- Demonstrated experience leading an engaged team
- Strong business development skills with the ability to identify and progress opportunities
- Highly developed communication skills to represent RACGP effectively, negotiate and provide advice to senior executives, boards and committees in a variety of forms including group presentations and written reports
- Ability to work independently and accountably
- Competent in the use of Microsoft Office products
- Ability and preparedness to perform after-hours and weekend work

Highly Desirable

- A sound understanding of professional organisations with a member focus
- Post-graduate qualifications in a relevant field (health, education, policy, management)
- Experience in government relations and stakeholder engagement
- experience drafting responses to advocacy issues, writing submissions and briefings

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Other RACGP Faculties
- Member Engagement business unit
- Education Services business unit
- Policy and Advocacy business unit

External:

- Faculty Chair and Council
- Faculty Committees and working groups
- SA members
- Key regional stakeholders (e.g. SA Department of Health, Local Members of Parliament, Australian Medical Association, PHNs etc.)