

Position Title	RTO Integration Lead	Reporting to	RTO Transition Manager
Division	Fellowship Pathways	Direct reports	Nil
Classification	Level F	Employment Status	Fixed to 31 December 2021
Position Number	TBC	Date	August 2021

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 Australian's 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 is currently undertaking a complex transition program to establish 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. 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.

Your Role

The RACGP and the Fellowship Pathways Division in particular, are in the process of implementing substantial changes to the arrangements for GP Training (RACGP Led Training (RLT) Transition). These changes affect the end to end operating model, including funding, accountabilities, processes, roles, systems, service providers and related capabilities. To ensure that these extensive changes are successfully implemented, they need to be appropriately defined, planned and implemented as professionally managed operating model transition projects.

You will report in to the RTO Transition Manager, work closely with the PLT Transition Program Manager, as well as key project and operational resources across the organisation. The RTO Integration Lead will collate requirements, define business cases and project management plans and manage the implementation of those plans for various projects within the PLT Transition Program.

This role will be required to work across the business and with external stakeholders (particularly with the Commonwealth Department of Health and Regional Training Organisations at all levels.

Key Responsibilities

- Support the coordination of RTO communications for all transition related activities
- Support the integration of RTO specific transition plans and activities with the broader transition plan and activities
- 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, to inform creation of the Profession-Led Community-Based GP training model.
- Clearly and succinctly report project status including issues and risks to the Program Manager and project governance forums.
- Manage internal and external stakeholder expectations to ensure a common understanding of project outcomes, plans, activities.
- 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 and minutes, reports and papers.
- Participate in the RACGP Performance Review Cycle.
- In consultation with Manager, deliver agreed Work Performance Goals.
- Other duties as required.

Environment, Health and Safety

1. Comply with the RACGP's wellbeing and workplace OH&S policies and procedures.
2. Take reasonable care for your own health and safety, along with other RACGP employees, members and visitors.
3. Ensure that hazards and incidents, near misses and injuries are reported immediately to your Manager.
4. Actively and willingly participate in health and safety, wellbeing, emergency evacuation training, meetings and workplace activities.
5. Do not wilfully place at risk the health or safety of any person in the workplace.
6. Always work proactively to uphold the highest standards of health and safety in the workplace, including working remotely, behavioural conduct and whilst undertaking all associated duties of your role.

Your Relationships

Your role requires interaction with the following internal and external stakeholders:

Internal:

- Fellowship Pathways staff
- Principal Medical Education Advisor,
- Rural Faculty Manager
- Manager, RACGP Faculty of Aboriginal and Torres Strait Islander Health
- Marketing and communications
- Membership services
- IT
- Senior Financial Planning & Analysis Manager

External:

- Regional Training Organisations
- Australian College of Rural and Remote Medicine (ACRRM)
- Department of Health
- 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

Key Selection Criteria

Experience, Knowledge and Skills

Essential

- Demonstrated understanding of contemporary issues in medical education and training.
- Proven knowledge of the 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.
- Ability to take high level guidance in an unstructured, multi-stakeholder environment and develop structured, methodical project plans.

Highly Desirable

- Experience in implementing operating model transition project/s in an education or health-related industry.
- Experience of working in the RTO/RVTS sector
- Knowledge of general practice education and training sector

Qualifications

Essential

- A relevant tertiary qualification in a related discipline.

Desirable

- A professional qualification in project management (e.g., Prince 2, PMBoK)

Workplace Behaviours

In our workplace your actions and behaviours will:

- *Positively influence others*
- *Take initiative*
- *Focus on quality service delivery*
- *Make effective decisions*
- *Be transparent*
- *Prioritise respectfulness*
- *Strive for excellence*
- *Be flexible and adaptive*
- *Demonstrate integrity*
- *Be accountable*
- *Celebrate collaboration*

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 RTO Integration Lead 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: _____