

Position Title	CPD Project Manager	Reporting to	Manager, CPD Development (TBC)
Department	CPD	Direct reports	N/A
Classification	Level D	Full	Full time
Position Number	TBA	Date	November 2019

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40 000 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 Staff are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower staff 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 main objective of the RACGP continuing professional development CPD team is to manage our external quality assurance program through RACGP accreditation frameworks and to support general practitioners improve the quality of care they provide to their patients through continuing professional development. Based on international evidence and literature on the effectiveness of CPD in general practice, program guidelines reflect the key concepts of lifelong learning adult education and self-directed learning.

## Your Role

This role will be to manage a range of projects for the CPD program. This will encompass IT related and operational projects leveraging strong stakeholder skills to implement strategic initiatives within the department. The role will work closely with the CPD management team and RACGP business units and play a key part in project managing initiatives that drive business value, customer service, and quality improvement.

## Key Responsibilities

1. Project manage initiatives from scope through to delivery into BAU, in line with stakeholder expectations, on time and to budget
2. Manage project administration, coordination and reporting
3. Provide supervisory support and guidance to the project officer role
4. Employ various project management methodologies to monitor progress of the project from initiation to delivery, to ensure that milestones and performance indicators are met
5. Build and maintain effective relationships with colleagues, other business units and key stakeholders; anticipating and responding to evolving customer needs through controlling and delivering project communications.
6. Identify, monitor and manage project risks, issues and dependencies
7. Continuously seek out, and where appropriate implement improvements to people, process and technology.
8. Effectively communicate to all levels from daily team meetings through to management
9. Deliver agreed *Work Plan Goals* – to be developed in conjunction with Manager CPD Development
10. Participate in the annual RACGP performance review.

## 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 work place
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:

- Head CPD
- Snr Manager CPD Development
- Manager CPD Operations
- RACGP Education Providers
- RACGP employees
- RACGP IT and Education business units

### External:

- Other (may include Council Members, Board Members, GPs, RACGP members etc.)
- External CPD stakeholders

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

As a **suitable** candidate, you will have:

1. Strong experience and understanding of IT systems, particularly systems that support education or CPD programs.
2. The ability to work independently to plan, organise and establish own work priorities to meet deadlines.
3. The ability to plan, organise and establish the work priorities of the Project Officer
4. Effective communication skills suitable for the management of and liaison with departmental staff and senior management
5. Strong analytical and problem solving skills
6. Experience in project managing small to large projects
7. Strong relationship management skill which can be applied to multiple stakeholders to achieve desired outcomes
8. The ability to work cohesively as a team member, working with, through and alongside the CPD team.
9. The role may require the satisfactory completion of a National Police check

**Desirable**

1. Knowledge and experience of project management methodologies.
2. Knowledge of/experience in membership organisations.
3. Knowledge or experience of health/education industry

**Qualifications**

**Essential**

1. Completion of a post-secondary qualification in a relevant field

**Desirable**

1. Tertiary qualification
2. Qualifications in project management

**Workplace Behaviours**

In your role, you are expected to:

- |                               |                              |
|-------------------------------|------------------------------|
| • Positively influence others | • Be emotionally intelligent |
| • Take initiative             | • Be flexible and adaptive   |
| • Focus on service            | • Strive for excellence      |
| • Make effective decisions    | • Demonstrate integrity      |
| • Be transparent              | • Be accountable             |
| • Be respectful               | • Collaborate                |

**Classification Description**

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

I, \_\_\_\_\_, acknowledge that I have read and understood the CPD Project Manager 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: \_\_\_\_\_

This Position Description is approved by:			
H.R	(signature)	Date	