

# Position Description

Position Title	Research Project Coordinator	Reporting to	State Manager RACGP Queensland
Business Unit	Member Experience - Faculties	Direct reports	NIL
Classification	D	Date	November 2025

## Our Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest specialist medical college and stands at the forefront of our world-class healthcare system. We have more than 50,000 members, the RACGP trains 90% of our nation's specialist general practitioners (GP), all of whom provide high-quality care to patients everywhere – from remote Aboriginal and Torres Strait Islander communities to our capital cities.

The RACGP set the standards for general practice, facilitates lifelong learning for GPs, connects the general practice community, and advocates for better health and wellbeing for all Australians. The scope of general practice is unmatched among medical professionals. Every year more than 22 million Australians choose to see a GP for their essential healthcare, making GPs the most accessed health professionals in the country.

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 Member Experience business unit is dedicated to ensuring the organisation listens to, supports, and delivers meaningful value to its members through responsive, nationally consistent service and regionally grounded engagement.

The business unit comprises:

- **Member Operations:** Responsible for managing member renewals, data integrity, and frontline service delivery through the national contact centre. This team ensures that all members have easy access to accurate information and timely support.
- **Regional Faculties:** Comprising Regional Managers who work closely with their Faculty Chair, Council and regional sub-committees to drive local member priorities. They manage key stakeholder relationships and lead a faculty team to deliver national and local strategies to a high standard with regional relevance, supporting advocacy, events, and engagement initiatives to enable peer connection and knowledge-sharing across the profession. The team also includes a dedicated Awards and Recognition function, which delivers key initiatives that celebrate professional excellence, leadership, and service across the profession.
- **National Faculties:** Teams that coordinate tailored offerings and support for key member groups, including GP trainees, rural and remote GPs, Aboriginal and Torres Strait Islander Health, and GPs with specific professional interests. They facilitate meaningful member connection through interest-based networks and advisory groups, ensuring members can contribute to organisational priorities and access value through specific interest-based professional communities.

The business unit also supports engagement with international GP colleges and the National IMG Committee, advising the Board on effective support for international medical graduate GPs.

Together, the Member Experience unit is responsible for articulating and delivering the organisation's member value proposition, ensuring every interaction contributes to a connected, supported, and professionally rewarding member experience.

## Your Role

Reporting to the State Manager RACGP Queensland, the **Research Project Coordinator** role will lead a research project conducting consultations with RACGP members, medical students, GPs-in-Training and key stakeholders as well as managing secondary research (desk-top) using publicly available data, academic literature, industry reports, digital resources.

The project will examine the performance of the existing career pipelines for Aboriginal and Torres Strait Islander peoples to undertake general practice training. The focus of this project will be to review and reflect on what measures have been implemented to date, and in close consideration with key stakeholders, to consider strategies that might build stronger pipelines into training.

## Key Responsibilities

- Plan and undertake a research project on the career pipeline for Aboriginal and Torres Strait Islander peoples to undertake general practice training by 30 April 2026
  - Develop project plans/protocols including methodological design of research project
  - undertake project management
  - data collection, collation, analysis, and reporting
  - collaborate with other RACGP Research staff as required.
- Liaise with the RACGP Queensland State Manager and project steering committee providing project update reports as required.
- Conduct subject matter desk-top research including collect, analyse, and interpret data from a wide range of sources.
- Engage and consult with medical educators, supervisors, registrars, and other key stakeholders.
- Summarise findings into clear, concise reports, progress briefing documents, and a final project report.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential

- Tertiary qualification in health, education or relevant field.
- Proven experience in a desktop or secondary research role.
- Strong analytical and critical thinking skills.
- Excellent written and verbal communication abilities.
- High level coordination of data collection processes and interpretation of research results
- High level office computing skills including MS Office applications
- Organisational and planning skills and the ability to plan and prioritise work to meet deadlines
- Demonstrates attention to detail, accuracy, and thoroughness in work produced
- Maintains confidentiality and complies with privacy requirements
- Takes pride in presentation, quality, and efficiency of work
- Demonstrates respect for internal and external stakeholders and upholds organisational values
- Ability to cope with competing priorities and resources
- Requires knowledge of, and adherence to the National Ethics Statement and relevant privacy and confidentiality legislative requirements, as well as knowledge of ethics procedures and research grant processes.

### Highly Desirable

- Aboriginal or Torres Strait Islander person
- Previous experience with Aboriginal and Torres Strait Islander projects

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- RACGP Queensland Faculty and RACGP Aboriginal and Torres Strait Island Faculty Managers and staff
- RACGP employees

### External:

- RACGP members
- Medical Student
- Key stakeholder groups
- RACGP office holders