

Position Title	Senior Project Officer	Reporting to	Program Manager Practice Technology and Management
Division	Government Relations, Policy & Practice	Direct reports	
Classification	Level D	Employment Status	Full-Time (1.0 FTE) Maximum Term Parental Leave Backfill until March 2022
Position Number	100722	Date	June 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 Government Relations, Policy & Practice (GRPP) Division champions and facilitates high standard general practice. This is achieved through involvement in quality initiatives and the development of standards, policy, knowledge resources and other tools to support General Practitioners. The GRPP Department also promotes and supports general practice research and advocates for general practice through representation and development of college policy on major structural and reform issues. The Department provides GP advocacy on matters relating to the quality and safety of general practice care at both a clinical and practice level, and positions general practice to make a substantial contribution to emerging trends in health care.

The Department's work is supported by the Expert Committees: Quality Care; Standards for General Practices; General Practice Advocacy and Support; and Practice Technology and Management. .

## Your Role

The position will work within the Practice Technology and Management .team on a number of projects that aim to improve the quality of healthcare. Working closely with our Expert Committee for Practice Technology and Management., you will help us champion and facilitate high standard general practice through the development of knowledge, resources and policy related to healthcare technology and practice management.

The team develops resources including guides, factsheets and handbooks to support general practice across a range of topics including: the use of mobile technology (such as apps); social media; disaster management; prevention and management of patient-initiated violence; practice teams and leadership.

## Key Responsibilities

- Be responsible for a range of projects and/or project deliverables within the Practice Technology and Management. portfolio
- Support the delivery of significant programs and projects
- Undertake research and prepare associated briefing, discussion papers and submissions
- Work with the Expert Committee and its sub committees to develop guidelines, resources, standards and policy
- Support the management of internal and external stakeholder relationships and work across other Departments internally to develop whole of organisation business solutions
- 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:

- GRPP Division managers

- Program managers and employees
- Members of Expert Committee
- RACGP employees in other departments and faculties, including Finance and IT

**External:**

- RACGP members
- External government and non-government organisations

## Key Selection Criteria

### Experience, Knowledge and Skills

**Essential**

- Experience managing and driving a number of projects to completion including an ability to deliver project aims and mitigate risks
- Excellent communication skills especially in preparing briefings and discussion papers
- Strong ability to develop and maintain working relationships with a broad range of stakeholders
- The ability to research complex issues and analyse emergent issues in relation to the health related field
- Strong knowledge and use of digital technologies including Microsoft Office
- Demonstrated experience working in a team that is responsive and adaptable to change

**Highly Desirable**

- Experience in and understanding of the healthcare industry and in particular, primary care
- Experience of working with a senior committee within a membership organisation
- Experience in developing resources such as guidelines and standards

## Qualifications

**Essential**

- A relevant tertiary qualification

**Desirable**

- A relevant post-graduate qualification

## 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 Senior Project Officer 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: \_\_\_\_\_