

Position Title	Manager, GPs in Training Faculty	Reporting to	Head of Faculties
Division	Membership & Transformation	Direct reports	1+
Classification	Senior Management Band	Employment Status	Part Time (0.6 FTE) 3 year Fixed-Term
Position Number	TBC	Date	May 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 Faculty links the RACGP to its members and stakeholders who are on a training pathway to RACGP Fellowship and to the broader community. It shapes and implements the RACGP's plans, programs and policies and promotes its ethos and standards; primarily through:

- Encouraging membership in the RACGP and providing a forum for members to actively engage in RACGP activities and activities on behalf of the RACGP
- Promoting collegiality and pride in the profession
- Advocacy and leadership to promote a positive role for General Practice

The Faculty's core work areas are:

- championing advocacy and representation of members' needs;
- providing liaison between the faculty and relevant stakeholders, both internal and external.
- encouraging and facilitating GPiT Faculty members to provide requisite support and guidance to the PLT process
- Continue to offer feedback and insight into GP training processes into the future.
- forming strategic relationships and alliances nationally to build an understanding of the GP training landscape ; and
- actively influencing and promoting a positive profile of the RACGP to members and stakeholders.

## Your Role

The Faculty Manager, GPiT:

- leads the GPiT Faculty team in fulfilling its role for the RACGP
- plays a leadership role in conjunction with the Faculty Chair, Council and Members in ensuring that the work of the RACGP is supported by the Faculty

The role of the GPiT Faculty Manager broadly comprises:

- Managing the implementation of national initiatives and providing feedback on those initiatives
- Participating in the development and implementation of initiatives on a national basis, where co-opted to do so by the CEO or Executive Leadership Team
- Facilitating the engagement and contribution of Faculty members, either directly or via faculty councils and advisory committees
- Initiating and managing Faculty-specific activities
- Contributing to the overall management of the RACGP
- General management of the Faculty operations (staffing, budgetary, facilities and assets including IP, information and archival storage, HR, Boards and committees)

## Key Responsibilities

- Facilitate member engagement with the Faculty and RACGP more broadly
- Manage stakeholder relationships and work across other RACGP departments to develop whole of organisation business solutions
- Lead and develop the Faculty team to deliver innovative member focused solutions in response to business needs, maintaining a work environment that develops team members potential and inspires high performance
- Business and financial management - support the achievement of organisational goals through managing the department's business planning, monitoring and reporting. Increase effectiveness of business management processes, budgeting and program reporting. Establish risk management processes and oversee contract management liaising with legal advice as required
- Prepare and monitor budgets and financial performance of the faculty
- Delegated Authority (Budget \$ or otherwise): [Insert Delegated Authority if applicable, otherwise remove]
- 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:

- Faculty Chair and Council including
- Faculty Committees and Working groups
- GPiT Faculty Members
- Faculty employees
- Executive Leadership Team
- GM- Membership and Business Transformation
- Other Faculty Managers

### External:

- External stakeholders (e.g. Regional Training Organisations, Other GP training committees, GPRA, GPSA, AMA.)

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

- Demonstrated experience and effectiveness at a senior management level in the areas of planning, budget and resource allocation, general administration and governance
- Sound knowledge of contemporary management principles including the ability to manage staff, their activities, performance and review systems and procedures
- Experience in financial management, budget development, capacity to manage the 'bigger picture' as well as the details.
- Experience in financial reporting within a not-for-profit environment.
- 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
- A National Police Check may be required
- Ability and preparedness to perform after-hours and weekend work

#### Highly Desirable

- An understanding of the Australian health system with particular reference to general practice
- Experience or understanding of the Australian GP training environment
- A sound understanding of professional organisations with a member focus
- Extensive management experience
- Demonstrated ability to work within the values framework of the RACGP

## Qualifications

### Essential

- Tertiary qualifications or experience in a relevant field (health, education, quality, research, management)

### Desirable

- Post-graduate qualifications in a relevant field (health, education, policy, management)

## 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

Senior Management Band 1 (SMB 1).

## Declaration

I, (insert name) acknowledge that I have read and understood the Faculty Manager, GPiT 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: \_\_\_\_\_