

# Position Description

Position Title	Project Coordinator	Reporting to	SA State Manager
Business Unit	Member Experience	Direct reports	Nil
Classification	Level D (0.6) 12-month fixed contract (30 Nov 2026)	Date	October 2025

## Our 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 Australians 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 SA faculty team is the main point of contact for RACGP members and stakeholders in Western Australia. The faculty provides locally focused member services including:

- In line with national campaigns, assisting with recruitment and retention of RACGP members and developing strategies to promote membership at the state level.
- 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 the profession to key stakeholders.
- Delivering education and collegial activities.

The core work of RACGP SA includes:

- Responding to member enquiries and delivering local member focused services to RACGP members.
- Advocating for the needs of RACGP members, their communities and the profession in SA.
- Coordinating the delivery of the Fellowship examinations and related activities in SA.
- Delivering the RACGP Continuing Professional Development (CPD) program in SA.
- Developing and delivering member activities included conferences, educational workshops, events and collegial & social functions (such as the Fellowship and Awards Ceremony).

## Your Role

The Project Coordinator role is responsible for supporting the development and delivery of the SA Government-funded training program to enable specialist GPs to diagnose and initiate treatment of ADHD.

The role will have high-level engagement with stakeholders, monitor and update project plans, and coordinate implementation of project activities.

Please note that the successful candidate will be required to work a number of evenings throughout the year and at least one weekend depending on the project deliverables. (Overtime payment or Time off in lieu will apply).

## Key Responsibilities

You will manage project activities including:

- Effectively deliver the agreed project scope, objectives and priorities within the project timelines
- Create and maintain project plans, identifying risks and dependencies that may impede project progression
- Work with key stakeholders to develop, coordinate and deliver project events and activities, including online learning sessions and a one-day F2F workshop
- Respond to member and key stakeholder enquiries (via telephone, email and/or in-person).
- Assist in scheduling, documenting and facilitating meetings in alignment with project priorities
- Review, update, maintain and develop program related documentation including processes and reports
- Identifying, analysing and evaluating information and data to resolve problems, identify opportunities and for reporting purposes.
- Work closely with stakeholders to understand existing processes, requirements and pain points
- Provide reports on project progress as required.
- Develop and coordinate effective communication plans for key stakeholders including copy writing, building emails, and managing web content.
- Deliver agreed KPIs – to be developed in conjunction with the State Manager.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential

- Relevant knowledge, skills, and experience in project management.
- Excellent stakeholder engagement and member/ consumer focused engagement skills.
- Demonstrated ability to plan and deliver multiple projects/events on different timeframes.
- Excellent verbal and written communication skills.
- Demonstrated ability to solve problems and take initiative
- Ability to work autonomously with a focus on successful outcomes.
- Ability to succinctly communicate key project aspects to stakeholders at various levels.
- High level skills in management of operational aspects of resource development, process improvement and implementation.
- Ability to consider a range of options and consults with others.
- Ability to interpret data and evaluate outcomes

### Highly Desirable

- An excellent understanding of Australian general practice and the broader primary healthcare system.
- Experience in a health and/or education environment.
- Knowledge and experience with CRM software, electronic document management software and experience running meetings and webinars via teams or zoom
- Report writing skills
- Experience in coordinating working groups and committees.
- Event management and coordination experience (coordinating conferences/ F2F workshops for large groups).

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- SA Faculty Manager
- SA Faculty Chair
- SA Faculty staff
- Marketing and Communications team
- Finance Department
- Legal team
- Information Technology Department
- CPD team
- GP learning team

### External:

- SA Department of Health
- SA GP ADHD project working group
- ADHD SA
- RACGP Members
- Non-GP Specialists
- Other external agencies as required