

Position Title	Partnerships Administrator	Reporting to	National Manager, Commercial Strategy
Division	Partnerships	Direct reports	N/A
Classification	Level B	Employment Status	Permanent Part-time (0.8 FTE)
Position Number		Date	July 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 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 Partnerships Group comprises Corporate Partnerships & Business Development, Commercialisation, Foundation & Research and International Partnerships. The Partnerships Group aims to diversify and grow sustainable revenue streams for the RACGP. The team works collaboratively with cross-College stakeholders to create shared value propositions that deliver benefits for RACGP Members, partners and supporters.

Partnerships sits within the Membership division, which leads national strategic and operational outcomes in promoting a career in general practice, member engagement, retention, acquisition, membership policy and revenue-generation. Other teams within Membership are: Continuing Professional Development (CPD), Events & Experience, Content & Communication and Faculties.

Together these teams deliver a member-focused service, striving to enhance our members' experience and interaction with RACGP. This is achieved through Conferences and other events, various RACGP publications and member news services, a Member Contact Centre and state-based Faculty offices.

Your Role

This role provides administrative support and project assistance to the Head of Partnerships and national managers to enable operational efficiencies within the group.

Key Responsibilities

- Support the Head of partnerships and national managers, with administrative duties including processing of invoices, reporting, market research and briefing notes.
- Support in the stewardship sponsors and partners and advertising clients
- Follow through on all accounts and finance related queries, including debtor relationships with advertising clients
- Pro-active communication and follow up to efficiently resolve all queries with all stakeholders, internal and external
- Administer the approval process of partnership contracts execution and contract management
- In consultation with Head of Partnerships and national managers, prepare and edit professional documents, communications, and correspondence.
- Provide secretariat support for Partnerships' committees and working groups as required
- Coordinate meetings, calls, agendas, catering for various internal and external events
- Make staff, member, and stakeholder travel arrangements
- Process invoices and corporate credit card expenses in accordance with relevant policy and procedures
- Manage emails and correspondence in a professional and courteous manner
- Data entry into CRM as required
- 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:

- Head of Partnerships
- National Manager, Commercial Strategy
- Manager, Foundation & Research
- Manager, International Partnerships
- EAs and Administrators
- Content & Communication team
- Events & Experience team
- Legal, Finance, HR & IT
- Other employees as required

External:

- RACGP members and committees
- Government, associations and industry peak bodies
- Corporate partners, sponsors & clients
- Philanthropy partners
- International partners
- Consultants and suppliers
- Other external stakeholders

Key Selection Criteria

Experience, Knowledge and Skills

Essential

- Previous administration experience supporting senior management
- Strong planning and organisational skills
- Ability to work effectively as part of a busy team
- Demonstrated ability to work flexibly to deadlines on multiple tasks/projects
- Good stakeholder engagement and management skills
- Strong commitment to customer service
- Excellent written and verbal communication skills
- Experience preparing letters, reports, minutes and submissions
- Previous experience supporting committees and diverse stakeholder groups
- Excellent attention to detail
- Advanced MS Office skills (Word, Excel, PowerPoint) and ability to work with CRM databases and learn new systems
- Satisfactory completion of a National Police Check may be required.

Qualifications

Essential

- As a suitable candidate, you will have a year 12 or equivalent secondary qualification and relevant work experience in business/office administration

Desirable

- As an ideal candidate, you will have a suitable degree or qualification or have substantial experience in a relevant discipline such as healthcare or administration

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 **(insert position title)** 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: _____