

Position Title	Senior Reconciliation Action Plan Advisor	Reporting to	GM Legal, Risk & Compliance
Division	Legal, Risk & Compliance	Direct reports	N/A
Classification	Level E	Employment Status	Full-Time (1.0 FTE)
Position Number	100147	Date	Updated March 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 Legal Risk & Compliance Division is led by the GM Legal, Risk & Compliance.

The Senior Reconciliation Action Plan Advisor will also engage with the RACGP Aboriginal and Torres Strait Islander Health Faculty as a key stakeholder.

RACGP Aboriginal and Torres Strait Islander Health ('the Faculty') provides the RACGP with strategic and operational support to advance the RACGP's work in the field of Aboriginal and Torres Strait Islander health. It aims to achieve this through:

- supporting GPs and other health professionals to provide clinically and culturally appropriate and responsive healthcare to Aboriginal and Torres Strait Islander communities
- enhancing engagement with communities and key stakeholders
- enhancing the quality and effectiveness of cultural awareness and cultural safety training for GPs
- advocating for improvements to Aboriginal and Torres Strait Islander health and primary healthcare service delivery
- enabling the RACGP to acknowledge and embrace Aboriginal and Torres Strait Islander cultures
- supporting self-determination and community control
- ensuring members understand the benefits of Faculty membership and actively contribute to the Faculty and the broader work of the RACGP.

Your Role

The Senior Reconciliation Action Plan Advisor will take a lead role in developing and implementing the 'Innovate' Reconciliation Action Plan (RAP). The role will work closely with a range of internal and external stakeholders to proactively develop strategies for reconciliation initiatives. The role will lead RAP projects, implementing a range of value-add inclusive initiatives whilst engaging Aboriginal and Torres Strait Islander stakeholders, including Elders and community groups. The role will have a continuous improvement responsibility to support the RACGP to embed reconciliation practices with the aim to adopt a 'Stretch' RAP at the completion of the 'Innovate' phase.

Key Responsibilities

- Work with the Reconciliation Action Plan Working Group to implement the 'Innovate' phase of the RACGP's Reconciliation Action Plan
- Work with the Reconciliation Action Plan Working Group to develop strategies for reconciliation initiatives including cultural learning, employment, and procurement
- Work with the Chair of the RAP Working Group in the facilitation and organisation of regular meetings
- Provide advice and support to the RACGP on engagement with Elders and community groups; support events (e.g., National Reconciliation Week and NAIDOC Week) and accessing localised cultural training where applicable to strengthen culture competence
- Develop and implement a cultural learning strategy for staff, including supporting resource development
- Engage staff in reconciliation by implementing organisation-wide RAP strategies
- In conjunction with the RAP Working Group, develop strategies that will ensure organisation wide commitment to deliver RAP initiatives
- Build and maintain effective relationships with key stakeholders involved in the Reconciliation Action Plan Program (members, government and RAP organisations)
- Facilitate stakeholder engagement with the ability to effectively negotiate positive outcomes
- Contribute to the development, promotion and management of events to increase the engagement and networking within the RACGP and its stakeholders in relation to RAP activities
- Work with the Media & Communications team and the RACGP Aboriginal and Torres Strait Islander Health Faculty to effectively promote the progression of the RAP to internal and external stakeholders
- Review existing organisational policies and recommend improvements to improve inclusivity within the workplace
- Develop reports on the progression of the RACGP's Reconciliation Action Plan including the yearly report to Reconciliation Australia
- 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:

- Internal employees at all levels including Senior Managers and Executives
- RAP Working Group
- RAP Advisory Council
- RACGP Aboriginal and Torres Strait Islander Health Faculty

External:

- Reconciliation Australia
- A range of Indigenous organisations and community groups

Key Selection Criteria

Experience, Knowledge and Skills

Essential

- Demonstrated experience working and engaging with Aboriginal and Torres Strait Islander people, communities and organisations
- Excellent understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues
- High-level interpersonal skills with a demonstrated record of communicating to a wide range of diverse stakeholders at all levels
- Demonstrated stakeholder management skills, with a record of establishing and sustaining strong relationships, including the ability to influence and achieve positive change
- Experience and knowledge in the implementation of inclusive policies and practices across an organisation
- Ability to think creatively and be solutions focussed
- Project management/coordination experience with the ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines
- Intermediate experience across the MS Office Suite

Highly Desirable

- Demonstrated experience in developing a RAP while working with organisations to improve their cultural practices to build meaningful relationships with Aboriginal and Torres Strait Islander peoples.
- Demonstrated experience working for a health, education or Indigenous organisation

Qualifications

Essential

- Not applicable

Desirable

- Relevant tertiary qualifications

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: _____