

Position Description

Position Title	Foundation & Research Administrator	Reporting to	Research and Foundation Manager
Business Unit	Advocacy Policy Research	Direct reports	Nil
Classification	Level B	Date	May 2026

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 Advocacy, Policy & Research business unit champions and facilitates high-quality general practice across Australia. It plays a central role in shaping RACGP policy on health sector reform and advocating for GPs on issues relating to the quality and safety of care at both clinical and practice levels. The business unit also supports general practice through the development of standards, resources, tools, and high-impact research that underpins quality care and systemic improvement.

Within the Advocacy, Policy & Research business unit, the Foundation & Research department brings together the RACGP's research and philanthropic functions. This department supports GP-led research that informs general practice policy and guidelines, improves patient outcomes, and strengthens the evidence base that underpins advocacy, policy, standards, education, and clinical best practice.

The Australian General Practice Research Foundation (the Foundation) is the philanthropic arm of the RACGP. It raises and disburses funds to support innovative research that directly impacts the heart of Australian healthcare. Under the strategic guidance of the Foundation Committee – a subcommittee of the RACGP Board – the Foundation team is responsible for fundraising, donor engagement, and grantmaking to grow philanthropic investment in research that matters to general practice and the communities it serves.

The Research team leads the RACGP's research strategy, overseeing advocacy, partnerships, capacity building, and education. The team manages ethics processes, research priority setting, and supports translation pathways for funded projects. The team also coordinates RACGP research communications and engages and supports research stakeholders to foster a culture of research in general practice.

Your Role

The Foundation & Research Administrator provides high quality, proactive administrative support to the Foundation and Research teams. The role works across both teams to administer the Foundation grant program, provide secretariat support to the RACGP Expert Committee – Research and other meetings, and undertake a range of administrative tasks, projects and activities as required.

Key Responsibilities

Administrative support for the RACGP Foundation & Research teams includes, but is not limited to;

- Support grant administration, including correspondence, records management, financial transactions (milestone invoice payments), financial recording and report tracking
- Provide administrative support to the Foundation Awards Panel (FAP) including coordinating reviewers and assessment panel meetings and compiling feedback and outcomes.
- Assist as required to create and coordinate the execution of grant funding agreements.
- Provide administrative support for Foundation fundraising, marketing, and promotional activities.
- Provide administrative and secretariat support to relevant committees including: RACGP Expert Committee Research (REC-R), National Research and Evaluation Ethics Committee (NREEC) and other relevant groups. This may include preparing and distributing agendas and papers, taking minutes, archiving documentation, managing member payments and making travel arrangements for team and committee members.
- Providing support to coordinate and administer external stakeholder meetings (e.g. GP Heads of Department meetings)
- Maintain document management systems for the Foundation and Research teams.
- Monitor and maintain data, and provide regular data reports to understand status and progress and opportunities for quality improvement.
- Provide assistance at Foundation and Research related events including annual conference, fundraising events and other meetings.
- Organise meetings, including venue bookings, catering, and travel arrangements.
- Answer and direct phone and email enquiries during business hours.
- Maintain and update operational procedures and guideline documents.
- Deliver on agreed KPIs – to be developed in conjunction with Manager.
- Comply with all relevant workplace policies and procedures.
- Other duties as required, including occasional interstate travel for team meetings, conferences and team activities.

Qualifications and Experience

Essential

- Previous experience in a similar administrative role
- Excellent communication skills, both verbal and written
- Ability to plan, organise and establish own work priorities to meet deadlines.
- Ability to manage multiple tasks with competing priorities
- Ability to work as part of a team as well as independently
- Technical skills: intermediate computer literacy (Word, Excel, PowerPoint)
- Attention to detail and quality assurance
- Experience providing secretariat support for internal and external meetings
- Experience managing records in an online environment
- Some interstate travel may be required (eg. for attendance at conferences)

Highly Desirable

- An understanding of the not-for-profit environment
- Experience in a medical, health, or medical research organisation
- Prior experience with IMIS and Dynamics 365 desirable

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Chief Advocacy Officer
- Research & Foundation Team
- Policy and Advocacy teams
- GP Training Research
- Evaluation, Quality & Research team
- Finance, IT, HR, Marketing and Communications, Member Engagement, Corporate Services, Faculties Business Development and other RACGP staff
- RACGP Members

External:

- Members of the RACGP Expert Committee – Research, Foundation Awards Panel, and other committees
- Grant applicants and recipients
- Donors, funding partners, event participants
- Suppliers
- GP Researchers
- University heads of departments/disciplines of general practice
- Practice-based research networks