

Position Description

Position Title	TROPHI Growth and Sustainability Affiliate (1.0 FTE)	Reporting to	Research and Foundation Manager
Business Unit	Research and Foundation	Direct reports	0
Classification	Level E	Date	February 2023

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 Policy and Advocacy business unit champions and facilitates high standards in general practice, promotes and supports general practice research and advocates for general practice through representation and development of RACGP policy on major structural and reform issues. The business unit are involved in quality initiatives and the development of standards, policy, resources and other tools to support GPs and their practice teams.

General practice research underpins and provides the evidence to support quality practice, advocacy, policy, system reform and facilitates better health outcomes for Australians. It has the capability to inform the RACGP's own products, services, marketing and promotion including education, training, CPD and member services.

The RACGP Research and Foundation team advocate for general practice research, support research capacity building in general practice, takes a collaborative approach, and promotes a research culture. The RACGP Foundation raises much needed funds for general practice research through RACGP members, philanthropy, corporations and the community to fund its activities and general practice research grants.

The Research and Foundation team works in partnership with Monash University and the University of Melbourne to deliver the Translating Research Outcomes into the Primary Health Interface ("TROPHI") project. This project is funded through a grant from the Windermere Foundation and aims to build a sustainable model for high quality implementation and translational research in Outer Eastern Melbourne. It will inform an approach to building a national, sustainable framework for high quality primary health care and general practice research in Australia.

Your Role

The TROPHI Growth and Sustainability Affiliate will work within the Research and Foundation department and will be a key member of the TROPHI project team, a collaboration between Monash University, The University of Melbourne and RACGP. The TROPHI project is building a sustainable model for high quality implementation and translational research in Outer Eastern Melbourne and will inform an approach to building a national, sustainable framework. Your role will work closely with the TROPHI Project Manager, and will develop and implement the TROPHI growth and sustainability plan.

You will use your excellent strategic thinking, grant writing and dissemination skills, stakeholder engagement, organisational and communication skills to support the successful delivery of the growth and sustainability plan to achieve TROPHI KPIs. You will work between partner organisations to develop and implement the TROPHI growth and sustainability plan, which will include strategies such as: increasing grant funding and research activity, evaluating and disseminating findings from TROPHI, embedding TROPHI within the local stakeholder environment, and exploring opportunities for advocacy and other funding. Your work activities will include engaging academic grant teams, grant writing, co-ordinating existing TROPHI grant partnerships, and TROPHI evaluation and dissemination. This position will work closely with the TROPHI Project Manager to embed TROPHI into the stakeholder environment and explore access to funding to underpin the future sustainability of TROPHI through other means (including advocacy).

This role requires a motivated and self-directed individual who is able to engage a team of clinical, academic and other health related stakeholders, successfully access additional grant funding and other funding, document and implement strategic plans in the context of a larger project team, and evaluate and disseminate project, outcomes. This role includes travel and work across various sites.

Key Responsibilities

- With guidance from the TROPHI Leadership and Management groups, develop and manage TROPHI growth and sustainability plan.
- Manage and report on growth and sustainability plan timelines, risks, and outcomes.
- Develop and sustain strong relationships with academics working in primary health care research and foster collaborative research projects aligned with TROPHI- regional needs.
- Identify and plan opportunities to write grant applications to access funding for TROPHI to engage in additional needs aligned research, or to otherwise support the sustainability of TROPHI.
- Lead and contribute to grant writing for primary health care translational research projects.
- Co-ordinate and engage grant writing teams across organisations to deliver milestones on time, and to agreed standard.

- Provide TROPHI liaison for successful partnership grants, ensuring connection into strategic and operational planning, communication and translation.
- Build and sustain effective working relationships with a network of internal and external contacts and stakeholders to facilitate TROPHI growth and sustainability (eg. Initiatives to embed TROPHI into the stakeholder environment).
- Support the development and management of project agreements and contractual relationships.
- Evaluation and dissemination of TROPHI outcomes.
- Participate in and report to project governance groups (such as the TROPHI leadership group).
- Develop and manage relevant project documentation, record keeping, correspondence, updates and reports (including data collection and synthesis).
- Prepare papers, briefings, reports and presentations for a range of audiences.
- Writing and coordinating the writing of abstracts and journal articles.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

Qualifications and Experience

Essential

- Strong grant writing skills in a primary health research context.
- Experience contributing to strategic planning.
- Demonstrated experience with stakeholder engagement and management and strong relationship building skills.
- Research, analytical and problem-solving skills, with an ability to understand analytical challenges and provide quality advice.
- Excellent planning and organisational skills, with experience establishing priorities and meeting deadlines.
- Experience in project management, including health-based project management and project implementation in complex environments.
- Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative.
- Highly-developed interpersonal and communication skills, including experience in developing professional documentation.
- Understanding of the general practice/primary care research environment and the role of research in general practice or primary care.
- Advanced skills in using Microsoft Office Suite and use of reference management software (eg. Endnote).
- Ability to travel to and work onsite in the Outer Eastern Melbourne region for a proportion of time/as required.
- A relevant postgraduate qualification.

Highly Desirable

- Demonstrated grant writing skills with proven success in a primary health care research environment.
- Advanced computer literacy with the ability to use project management software.
- Previous experience working within a general practice or other health related academic environment.
- Understanding of the principles of adult education and capacity building.
- Knowledge of the TROPHI region, translational research, general practice research.
- Relationships or networks with academics in the TROPHI region working in primary health care.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Research and Foundation team
- Advocacy, Policy and Research
- RACGP Victoria Faculty
- RACGP members

External:

- Monash University
- Melbourne University
- Windermere Foundation
- RACGP and TROPHI project partners including Eastern Melbourne Primary Health Network, Eastern Health, Monash Partners, Melbourne Academic Centre for Health