

Position Title	Program Manager – Funding and Health System Reform	Reporting to	National Manager, Policy and Advocacy
Division	Government Relations, Policy & Practice	Direct reports	1 x Principal Policy Advisor 3 x Senior Policy Officers
Classification	E	Employment Status	Full-Time (1.0 FTE) Permanent
Position Number	100536	Date	June 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 Government Relations, Policy and Practice (GRPP) Division champions and facilitates high-quality general practice. This is achieved through involvement in quality initiatives and the development of standards, policy, resources and other tools to support GPs and their practice teams.

The GRPP Division advocates for GPs through representation and development of RACGP policy on health sector reform.

The division also undertakes advocacy on matters relating to the quality and safety of general practice care at both a clinical and practice level, and positions general practice to make a substantial contribution to emerging trends in the Australian healthcare sector.

As part of GRPP, the Funding and Health System Reform (FHSR) Unit:

- supports the provision of safe, sustainable and high-quality general practice by advocating across a range of areas including workforce, remuneration and equity of access
- provides secretariat support to RACGP Expert Committee – Funding and Health System Reform
- responds to government initiatives as they impact on general practices and patient access to general practice services
- develops guidelines and resources for GPs and general practice staff
- provides GPs and their teams with timely advice regarding developments in policy relating to GP workforce, remuneration and funding in the wider health system.

## Your Role

The Program Manager, Funding and Health System Reform manages the core business of the Funding and Health System Reform (FHSR) Unit. Working in collaboration with the RACGP Expert Committee – Funding & Health System Reform (REC-FHSR), you will provide strategic advice to internal RACGP stakeholders, and oversee the development of position statements, submissions, and general practice business resources.

As well as leading and developing three Senior Policy Officers, the Program Manager also manages and is supported by the Principal Policy Advisor, Workforce and Regulation, who is responsible for managing key portfolios within the FHSR program of work and providing secretariat support to the REC-FHSR.

The Program Manager's key focus is overseeing and developing FHSR team members to managing work relating to core FHSR business such as, providing strategic advice to policy decision makers and developing resources for members relating to general practice funding and health system reform, implementing the RACGP's Vision for general practice and a sustainable healthcare system, research evidence for general practice centred health system reform, developing and testing funding models and scenarios, and producing advocacy reports and developing member resources.

## Key Responsibilities

- Manage the Advocacy and Funding Unit
- Provide oversight and support for projects, resource development and other tasks
- Oversee and/or provide strategic, research and executive support to REC-GPAF and working groups
- Develop and oversee the development of position statements, submissions and briefings for a variety of audiences, including internal and external RACGP stakeholders
- Complete other duties as required by National Manager, Policy and Advocacy or General Manager, GRPP
- Deliver agreed KPIs developed in conjunction with National Manager, Policy and Advocacy
- Delegated Authority (\$5,000)
- 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:

- Funding and Health System Reform Unit
- GRPP Division staff
- RACGP Expert Committees
- Media and Communications
- Marketing and Publications
- Information and Technology
- Finance
- Office of the CEO and President
- RACGP Faculties
- RACGP members

### External:

- Government and departmental officials, including from the:
  - Department of Health (Federal and State based)
  - Services Australia
- Other relevant organisations, such as
  - Australian Medical Association (AMA)
  - Medical Indemnity Insurers
  - Australian Association of Practice Managers (AAPM)

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

- Significant experience in analysing policy issues and developing policy advice, position statements and submissions at a national level
- Previous experience within the Australian healthcare sector
- Team management experience
- Experience working with committees and stakeholders
- An ability to initiate research, seek out relevant data/information and analyse findings to provide informed and evidence-based recommendations
- Excellent written/verbal communication skills and an ability to produce high quality documents and briefing papers for management.
- Proficiency in using Microsoft Office (particularly Word, Excel, and PowerPoint) and a capacity to work with complex database reports.

### Highly Desirable

- Knowledge of the RACGP
- Understanding of Australian general practice and its culture
- Understanding of health economics

## Qualifications

### Essential

- A tertiary qualification and relevant experience or equivalent further education and relevant work experience.

### Desirable

- Completion of tertiary qualification in public health, health economics or health related field

## 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: \_\_\_\_\_