

Position Title	Project Officer	Reporting to	RACGP College Training Lead
Department	Transition & Innovation	Direct reports	NIL
Classification	Level C	Employment Status	Full Time Fixed Term til December 2021
Position Number	TBC	Date	21 February 2020

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40 000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia." We provide skills and knowledge assessment, educational training and ongoing professional development for practising GPs. We develop resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

## Our Values

RACGP Staff are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower staff 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 Fellowship Pathways Division maintains services, standards and processes to ensure consistent and high quality delivery of training across all RACGP Fellowship pathways. This includes Australian General Practice Training (AGPT) Program, the Remote Vocational Training Scheme (RVTS), the Practice Experience Program (PEP), the General Practice Experience (GPE) Pathway (ending 2022), and Rural Generalism Pathway (once established). It encompasses all trainee journeys toward RACGP Fellowship. The Division has major responsibility for establishing cooperative working relationships with a range of external organisations, such as Regional Training Organisations (RTOs), the Remote Vocational Training Scheme Ltd, Government agencies and recognised representative bodies, including General Practice Supervisors' Association (GPSA), and General Practice Registrars' Association (GPRA).

## Your Role

The Project Officer for RACGP College Training team provides project support across a range of projects related to improving the delivery of RACGP Training Programs. The Project Officer will identify and manage project deliverables, scheduling considerations, while work collaboratively with staff and contractors to ensure project contributions are delivered on time and to-standard. This role requires someone to maintain stakeholder relationships in- and out-side of the RACGP, and prepare complex documents, submissions and reports. At times the Project Officer will be involved in the development of new processes and initiatives, and may provide administrative support to the wider Transition and Innovation Department. This role is supporting a large number of transitional projects and require a candidate who brings a high degree of flexibility and adaptability to the team.

## Key Responsibilities

1. Work with the RACGP College Training Lead and Transition & Innovation Manager to deliver projects related to Fellowship Pathways.
2. Coordinate your team's contributions to broader RACGP projects such as the PEP and AGPT transitions.
3. Maintain links with key stakeholders within and external to the RACGP to communicate project-related updates.
4. Develop project plans from end to end, incorporating key milestones, risks and resources
5. Coordinate day to day project activities, tracking deliverables and timelines
6. Champion and manage projects through the digital project management platforms
7. Develop project status reports and briefing documents
8. Proactively assist with other administrative and project support tasks
9. Participate in the RACGP Performance Review cycle.
10. Deliver agreed Work Performance Goals – to be developed in conjunction with the RACGP College Training Lead.
11. Undertake other tasks and projects as directed by the RACGP College Training Lead.

## Environment, Health and Safety

1. Complies with the College's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the workplace
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the College in relation to activities taken by the College to comply with OH&S and environmental legislation.

## Your Relationships

Your role requires interaction with the following internal and external stakeholders:

### Internal:

Transition & Innovation Manager  
Fellowship Pathways staff  
Education services staff  
Principal Medical Education Advisor  
Other RACGP staff

### External:

Regional Training Organisations  
Remote Vocational Training Scheme Ltd  
Vendors and suppliers

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

1. Experience developing and maintaining relationships in complex and sensitive stakeholder environments
2. Project management experience including independently prioritising and delivering on multiple projects
3. High level communication skills with the ability to explain complex processes with clarity and in a positive and encouraging style
4. A high level of administration skills such as attention to detail, planning, accuracy and efficiency skills
5. Strongly developed writing skills to produce high quality, clear and succinct correspondence and reports
6. Capacity to operate in a changing environment and committed to contributing to a continuous improvement culture
7. PC Skills – Good knowledge and use of Microsoft Office (particularly Word, Excel, and Visio) with the ability to learn and use new systems quickly and proficiently
8. Demonstrated capacity to work independently and in partnership with other team members

#### Desirable

9. Understanding of General Practice culture and/or experience of member services especially within the health industry.
10. A strong understanding of formal project management methodologies and tools
11. Experience in an organisation concerned with education, assessment or health administration

## Qualifications

### Essential

Tertiary qualification in public health or a related discipline

### Desirable

Project management certification and experience

## Workplace Behaviours

In your role, you are expected to:

- Positively influence others
- Take initiative
- Focus on service
- Make effective decisions
- Be transparent
- Be respectful
- Be emotionally intelligent
- Be flexible and adaptive
- Strive for excellence
- Demonstrate integrity
- Be accountable
- Collaborate

## 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 Project Officer 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: \_\_\_\_\_

This Position Description is approved by:			
H.R	(signature)	Date	