

Position Title	State Manager, SA/NT Faculty	Reporting to	Head of Faculties
Department	SA/NT	Direct reports	11 (as of January 2021)
Classification	Senior Management Band	Employment Status	Full-Time (1.0 FTE), Fixed-Term contract for 3 years
Employee Number	TBA	Date	January 2021

The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 41,000 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 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 SA/NT Faculty links the RACGP to its members and stakeholders in South Australia and Northern Territory and to the broader community. It shapes and implements the RACGP's plans, programs and policies and promotes its ethos and standards; primarily through:

- Encouraging membership in the RACGP and providing a forum for members to actively engage in RACGP activities and activities on behalf of the RACGP
- Promoting collegiality and pride in the profession
- Advocacy and leadership to promote a positive role for General Practice
- Coordination and delivery of professional development services
- In conjunction with the education area organise and facilitate the efficient conduct of RACGP exams
- Maximize member engagement in RACGP activities and programs

The Faculty's core work areas are:

- Coordinating Continuing Professional Development (CPD) in South Australia and Northern Territory
- Conducting the Fellowship (FRACGP) exams in South Australia and Northern Territory
- Responding to member enquiries
- Supporting high standards for registrar training, particularly through accreditation of registrar trainers
- Provide member events and support including ongoing professional education and social functions
- Identifying opportunities to generate revenue for the RACGP
- Develop proactive strategies to deliver high quality advocacy opportunities within South Australia and Northern Territory

Your Role

The State Manager:

- leads the Faculty office team in fulfilling its role for the RACGP
- plays a leadership role in conjunction with the Faculty Chair, Council and Members in ensuring that the work of the RACGP is supported by the Faculty

The role of the State Manager broadly comprises:

- Managing the implementation of national initiatives and providing feedback on those initiatives
- Participating in the development and implementation of initiatives on a national basis, where co-opted to do so by the CEO or Executive Leadership Team
- Facilitating the engagement and contribution of Faculty members, either directly or via faculty councils and advisory committees
- Initiating and managing Faculty-specific activities
- Contributing to the overall management of the RACGP
- General management of the Faculty operations (staffing, budgetary, facilities and assets including IP, information and archival storage, HR, Boards and committees)

Key Responsibilities

- Regional delivery of RACGP products and services
- Facilitate member engagement with the Faculty and RACGP more broadly
- Manage stakeholder relationships and work across other departments to develop whole of organisation business solutions
- Advocate locally on behalf of the RACGP with State government representatives and other stakeholders
- Lead and develop the Faculty team to deliver innovative member focused solutions in response to business needs, maintaining a work environment that develops team members potential and inspires high performance
- Business and financial management - support the achievement of organisational goals through managing the department's business planning, monitoring and reporting. Increase effectiveness of business management processes, budgeting and program reporting. Establish risk management processes and oversee contract management liaising with legal advice as required
- Prepare and monitor budgets and financial performance of the faculty
- Participate in the RACGP Performance Review Cycle.
- Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
- Delegated Authority (Budget \$ or otherwise): RACGP Management Team level authority
- Other duties as required.

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 work place

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:

- Faculty employees
- Senior Leadership Team
- Other Faculty Managers

External:

- SA/NT Faculty Chair and Council including Faculty Censor and in South Australia and Northern Territory.
- Faculty Committees and Working groups
- SA/NT Faculty Members
- External stakeholders (e.g. State and Territory Health departments, Medicare Locals/Primary Health Networks, Regional Training Providers, General practice groups, QI&CPD providers)

Key Selection Criteria

Experience, Knowledge and Skills

Essential

- Demonstrated experience and effectiveness at a senior management level in the areas of planning, budget and resource allocation, general administration and governance
- Sound knowledge of contemporary management principles including the ability to manage staff, their activities, performance and review systems and procedures
- Experience in financial management, budget development, capacity to manage the 'bigger picture' as well as the details.
- Experience in financial reporting within a not-for-profit environment.
- Strong business development skills with the ability to identify and progress opportunities
- Highly developed communication skills to represent RACGP effectively, negotiate and provide advice to senior executives, boards and committees in a variety of forms including group presentations and written reports
- Ability to work independently and accountably
- Competent in the use of Microsoft Office products
- A National Police Check may be required
- Ability and preparedness to perform after-hours and weekend work

Highly Desirable

- An understanding of the Australian health system with particular reference to general practice
- A sound understanding of professional organisations with a member focus
- Extensive management experience
- Demonstrated ability to work within the values framework of the RACGP

Qualifications

Essential

- Tertiary qualifications or experience in a relevant field (health, education, quality, research, management)

Desirable

- Post-graduate qualifications in a relevant field (health, education, policy, management)

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 State Manager, SA&NT 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: