

Position Title	GP in Training Faculty Lead , Transition and Innovation	Reporting to	Manager Transition and Innovation
Department	Fellowship Pathways	Direct reports	1
Classification	Level E	Employment Status	Full Time Fixed-Term until 31 st Dec 2021
Position Number	TBC	Date	January 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 GP in Training Faculty Secretariat Coordinator works with key stakeholders, to contribute to the overall governance and secretariat operations of the GP in Training Faculty. This role will be primarily responsible for assisting with the management of all Faculty Council communications to internal and external stakeholders as well as consulting and liaising with leaders, employees and Council members in relation to agenda items and papers

Key Responsibilities of GP in Training Faculty Secretariat Coordinator

1. Analyse and plan approaches to the planning and conduct of sessions of GP in Training Faculty meetings;
2. Prepare policy papers and issue agendas, coordinating business papers and prepare minutes
3. Report on and follow up decisions and actions arising from Council meetings;
4. Evaluate, plan and design the administrative processes for appointments to GP in Training Faculty Council;
5. Evaluate, plan and design a correspondence and records management systems;
6. Provision of timely advice and the preparation of correspondence, reports and briefings;
7. Evaluate, plan and design the development, review and continuous improvement of secretariat procedures and the broader function; and
8. Responsible for the operational and line management of the Administration Officer - GP in Training Faculty.
9. Participate in the RACGP Annual Performance Review cycle.

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; and

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:

Fellowship Pathways managers and team members
Managers and team members in other departments
Administration Officer
GP in Training Faculty members

External:

RACGP members
Regional Training Organisations
Department of Health
Catering providers

Key Selection Criteria

Experience, Knowledge and Skills

Essential

1. Demonstrated experience managing board and sub committees, resolutions and minutes;

Desirable

1. Experience in an education or health-related industry.

2. Prior experience in operational and line management of direct reports
3. Demonstrated ability to work effectively, flexibly and collaboratively with colleagues within and beyond the immediate work unit, contributing to the achievement of team goals
4. Excellent written and verbal communication skills, including the ability to prepare high level business communications and presentations;
5. Demonstrated proficiency in using Microsoft Word, Excel, PowerPoint and Outlook; and
6. Ability to prioritise work, meet deadlines and manage a range of complex tasks in a changing work environment while maintaining an attention to detail.

Qualifications

Essential

- A tertiary qualification in Administration or Business Management.

Desirable

- A tertiary qualification in a health related field.

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, [REDACTED] acknowledge that I have read and understood the GP in Training Faculty Lead 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	February 18, 2020
-----	--	------	-------------------