

Position Description

Position Title	Research Grants & Academic Programs Manager (0.8 FTE)	Reporting to	Research & Foundation Manager
Business Unit	Advocacy, Policy & Research	Direct reports	N/A
Classification	Level E	Date	June 2025

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 Advocacy, Policy & Research business unit champions and facilitates high-quality general practice across Australia. It plays a central role in shaping RACGP policy on health sector reform and advocating for GPs on issues relating to the quality and safety of care at both clinical and practice levels. The business unit also supports general practice through the development of standards, resources, tools, and high-impact research that underpins quality care and systemic improvement.

Within the Advocacy, Policy & Research business unit, the Foundation & Research department brings together the RACGP's research and philanthropic functions. This department supports GP-led research that informs general practice policy and guidelines, improves patient outcomes, and strengthens the evidence base that underpins advocacy, policy, standards, education, and clinical best practice.

The Australian General Practice Research Foundation (the Foundation) is the philanthropic arm of the RACGP. It raises and disburses funds to support innovative research that directly impacts the heart of Australian healthcare. Under the strategic guidance of the Foundation Committee – a subcommittee of the RACGP Board – the Foundation is responsible for fundraising, donor engagement, and grantmaking to grow philanthropic investment in research that matters to general practice and the communities it serves.

Your Role

The Research Grants & Academic Programs Manager plays a vital role in supporting the RACGP's commitment to advancing general practice research. This is a hands-on position responsible for managing the Foundation's growing portfolio of research funding and academic programs, including its annual grants and awards round, annual conference awards, and PhD top-up scholarships program.

Reporting to the Research & Foundation Manager, the Research Grants & Academic Programs Manager will manage the full funding lifecycle, ensuring efficient and compliant processes, and strong engagement with Grantholders. The position will support the communication and translation of research outcomes by facilitating links with relevant teams across the RACGP, helping to ensure Foundation-funded research informs the College's advocacy, policy, standards, and education programs that underpin high-quality general practice. The role also supports the development of new funding and academic programs in alignment with the RACGP Research and Foundation Strategies.

The role is ideally suited to a highly organised and proactive individual with grants coordination or management experience and a passion for supporting research that drives real-world impact in healthcare.

Key Responsibilities

- Manage a portfolio of research grants, awards, and scholarships across the full grant lifecycle, including development, implementation, monitoring, evaluation, and close-out.
- Coordinate funding rounds, including timelines, communications and internal workflows, ensuring deadlines are met and processes run smoothly.
- Coordinate the grant and award review process, including panel recruitment, application assessments and deliberation meetings, ensuring reviewers and panels are supported, assessment integrity is maintained and deadlines are met.
- Manage grant enquiries and communication with applicants and grantholders, ensuring clear guidance, timely communication and positive stakeholder engagement.
- Manage contracting, grant agreements and disbursements, liaising with Legal and Finance to ensure compliance and timely execution.
- Collaborate with internal teams to design and implement new funding opportunities and academic programs in alignment with identified research priorities, Foundation Strategy, and funding partner requirements.
- Collect, analyse and summarise process, outcome and impact data from grantee reports and other sources to inform reporting, communications and decision-making.
- Support the translation of funded research into policy, education, advocacy, and clinical standards by facilitating connections across RACGP departments and teams.
- Contribute content for funder/donor reports and Foundation communications to showcase impact and outcomes.
- Maintain and administer grant guidelines, eligibility criteria, funding frameworks, and workflows to ensure consistency and accuracy across programs.

- Lead the management of grants management software, including building and maintaining application, assessment and acquittal forms and workflows.
- Track project milestones and deliverables, proactively identifying and addressing delays or risks, and ensuring accurate reporting to relevant teams and committees.
- Support the development and management of Foundation's grantmaking strategy, risk management, policies and processes, and budgeting.
- Provide regular reporting to the Foundation Committee and senior leadership on performance, compliance, risks, and opportunities, including reporting on progress and KPIs.
- Drive process improvement and quality initiatives across grants and program administration, identifying opportunities to streamline workflows and strengthen the overall grantmaking experience.
- Build and maintain strong collaborative relationships with internal teams, grantholders, funding partners, and external stakeholders, acting as a key point of contact for the Foundation's grantmaking activities.
- Maintain accurate and up-to-date records of grantholder interactions in the CRM.
- Stay informed of sector developments, emerging trends in research funding, and best practices in philanthropic grantmaking to recommend process improvements.
- Occasional travel to attend business unit meetings and other relevant activities.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

Qualifications and Experience

Essential

- At least 3 years' experience in coordinating or managing research grants, awards or scholarships.
- Demonstrated experience coordinating or supporting grant review panels or assessment committees.
- Proficiency with grants management software (experience with SmartyGrants highly desirable)
- Excellent organisational skills, with a keen eye for detail and the ability to plan, prioritise, and manage multiple projects and deadlines effectively.
- Strong interpersonal and written communication skills, including the ability to communicate clearly with a diverse range of stakeholders.
- Ability to collect, analyse, and summarise data to inform reporting and decision-making.
- Ability to lead and work collaboratively across teams and build effective working relationships internally and externally.
- Proficiency in common office applications, including MS Word, Excel, Outlook, SharePoint, and Zoom/Teams.

Highly Desirable

- Previous experience in a health or medical research environment, ideally in general practice or primary care contexts.
- Demonstrated experience in supporting or leading process improvement initiatives or workflow enhancements.
- Experience in managing or collaborating across teams in a remote and/or multi-sited working environment.
- Knowledge of contemporary research or philanthropic grantmaking practices in Australia.
- Knowledge of legal and compliance aspects related to grant agreements.
- Proficiency in MS Dynamics or similar CRM systems.
- A relevant tertiary qualification.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Foundation & Research
- Advocacy, Policy & Research
- Legal
- Finance
- RACGP faculties, departments and special interest groups as needed to support research translation

External:

- Researchers (grant applicants and grantholders)
- Administering organisations, including universities
- Foundation Awards Panel