

Position Description

Executive Officer, Adult Medicine Division (Chapters)

Member Engagement & Support | Adult Medicine | Clerks Private Sector – 2010: Level 4

ABOUT THE RACP	<p>The Royal Australasian College of Physicians (RACP) connects, represents, and trains specialists from a number of specialities across Australia and Aotearoa New Zealand. The RACP provides services to support the delivery of training, continuing professional development, and health policy and advocacy to medical health professionals.</p> <p>The Adult Medicine Division (AMD) is the largest Division of RACP, representing over 22,000 members (Fellows and trainees) who practice in a wide variety of specialties. The AMD acts as a multidisciplinary authoritative body for adult internal medicine, advocates on behalf of its members, and promotes excellence in skills, expertise and ethical standards.</p> <p>The AMD includes three Chapters, which support the following groups of practitioners:</p> <ul style="list-style-type: none"> - Australasian Chapter of Addiction Medicine - Australasian Chapter of Palliative Medicine - Australasian Chapter of Sexual Health Medicine
POSITION PURPOSE	<p>The Member Engagement & Support (MES) team has a strong outward, member facing focus with the primary aim of enhancing the membership experience for RACP members. The MES team develops and fosters positive relationships between the RACP and the membership across Australasia.</p> <p>As part of the MES, the AMD Team:</p> <ul style="list-style-type: none"> - Provides secretariat support for a number of governing bodies within the RACP, including AMD Council and the three Chapter committees. - Maintains direct relationships with 27 AMD-affiliated Specialty Societies, with members who are both Fellows of the RACP and of the Specialty Society. - Provides the focal point of communication with the membership, other College staff, external bodies and other stakeholders. <p>The Executive Officer, Adult Medicine Division (Chapters):</p> <ul style="list-style-type: none"> - Provides high level administrative support for the three Chapters of the AMD and their associated committees. - Works with the Senior Executive Officer, AMD, to support the operations of the AMD and its three Chapters, including delivering their strategic priorities for the year and implementing agreed decisions. - Builds and maintains positive relationships with key internal and external stakeholders, including elected and appointed

	<p>committee members, external Specialty Societies, and other RACP staff.</p> <ul style="list-style-type: none"> - Supports AMD and Chapter activities and events as required, including but not limited to workshop events, Chapter-related conferences, and RACP Convocation Ceremonies. - Disseminates information relating to the AMD and its Chapters to internal and external groups, as appropriate.
KEY ACCOUNTABILITIES	<ul style="list-style-type: none"> - Administration of designated aspects of the business of the AMD Council (not including the training program), and its Chapters. - Act as the primary point of contact for AMD and Chapter Office Bearers, members and RACP staff, and respond to enquiries from internal and external sources. - Provide a high-quality service to members of the Division and ensure that all enquiries are handled quickly, efficiently and courteously. - Arrange Chapter Committee meetings, including production of agendas and minutes, as well as other Divisional meetings as required. - Prepare related documents e.g. briefs, correspondence, reports, applications, e-bulletin content. - Implement AMD Council and Chapter Committee decisions in consultation with the Senior Executive Officer. - Monitor and advise on Chapter policies and by-laws, and ensure these are regularly reviewed and updated. - Collaborate and consult with the Senior Executive Officer and other AMD Team members on issues that affect the AMD and its Chapters to ensure consistency of procedures and policy. - Liaise with associated Specialty Societies. - Ensure maintenance of up-to-date records. - Implement other projects as directed.
COMPLEXITIES	<ul style="list-style-type: none"> - Influencing stakeholders - Delivering service without direct budget
ROLE DIMENSIONS	<p>Reports to: Senior Executive Officer, AMD Direct reports: N/A Indirect reports: N/A Budget authority: N/A</p>
COMPETENCIES	<ul style="list-style-type: none"> - Action Oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm - Collaborates: Building partnerships and working collaboratively with others to meet shared objectives - Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences - Manages Complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems. - Interpersonal Savvy: Relating openly and comfortably with diverse groups of people

	<ul style="list-style-type: none"> - Optimises Work Processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement - Ensures Accountability: Holding self and others accountable to meet commitments - Plans and Aligns: Planning and prioritising work to meet commitments aligned with organisational goals - Balances Stakeholders: Anticipating and balancing the needs to multiple stakeholders - Instils Trust: Gaining the confidence and trust of others through honest, integrity, and authenticity - Demonstrates self-awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
EXPERIENCE	<p>Essential</p> <ul style="list-style-type: none"> - Demonstrated experience in delivering professional client and secretariat services, particularly in a membership organisation. - High level stakeholder relationship skills, with demonstrated ability to develop good working relationships with senior professionals and represent stakeholders both internally and externally. - High level written and verbal communication skills. - Ability to research and prepare summary briefs on a range of health sector topic areas. - Ability to work independently and take responsibility for outcomes, while also collaborating in a professional team. - High level organisational skills and attention to detail. - Proven ability to prioritise and manage competing deadlines from multiple stakeholders. - Professional resilience and the ability to adapt to a changing work environment. - Ability to work to processes and procedures, and . - IT Capabilities: Microsoft Office Suite, SharePoint and video/teleconferencing platforms. <p>Desirable</p> <ul style="list-style-type: none"> - Experience working with a member-based organisation. - Exposure to the health industry. - Tertiary qualifications and/or extensive relevant experience.

We are
Accountable

We act with integrity, taking responsibility for actions and outcomes.

We
Collaborate

We share information, foster participation, and build relationships for common goals.

We
Indigenise and Decolonise

We partner, resource and embed Indigenous knowledge and ways to accelerate culturally safe change, to achieve equitable Indigenous futures.

We
Lead the way

We reflect, adapt and learn in delivering best practice.

We are
Respectful

We recognise our rich diversity and value each other's needs and contributions.