



## Position Description

### Program Coordinator, Project TRELLiS

Department | Unit | Award: Level

<b>ABOUT THE RACP</b>	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.
<b>POSITION PURPOSE</b>	<p>This role is part of the Program TRELLiS team which is responsible for the Implementation of a solution that underpins the delivery of improved employee and member experience "the north star" via new technology and new/improved processes.</p> <p>The Program Coordinator works closely with the Program Director and the Stream Program Managers to ensure the effective and efficient management of TRELLiS.</p>
<b>KEY ACCOUNTABILITIES</b>	<ul style="list-style-type: none"><li>• Budget Management - Manage Program Financials</li><li>• Resource Management - Facilitating resource and capacity planning</li><li>• Risk Management - - Manage Program Risks/Issues in JIRA</li><li>• Program Planning - Develop and maintain an integrated schedule</li><li>• Documentation management - Manage Project Trellis MS Team site/SharePoint repository</li><li>• Access Management - Manage resource access, license allocations</li><li>• Help prepare and manage the Trellis PCG and maintain high quality reporting</li><li>• Take minutes of key meetings (including PCGs)</li><li>• Azure DevOps Management - Manage TRELLIS Project DevOps</li></ul>
<b>COMPLEXITIES</b>	<ul style="list-style-type: none"><li>• Ensuring management of the Program is conducted within the College project management framework and milestones are met.</li><li>• Coordinating a wide range of stakeholders including internal and suppliers to achieve program outcomes.</li><li>• Pro-actively supporting the day-to-day management of the TRELLiS program, including identifying and managing any issues and risks that may arise</li></ul>
<b>ROLE DIMENSIONS</b>	<ul style="list-style-type: none"><li>• Reporting Line: Program Director</li><li>• Direct Reports: Nil</li><li>Team Reports: Program Manager Core Systems &amp; Data Analytics, Program Manager MX</li></ul>
<b>COMPETENCIES</b>	<p><b>Action Oriented:</b> Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm</p> <p><b>Collaborates:</b> Building partnerships and working collaboratively with others to meet shared objectives</p> <p><b>Communicates Effectively:</b> Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</p>

	<p><b>Manages Complexity:</b> Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.</p> <p><b>Interpersonal Savvy:</b> Relating openly and comfortably with diverse groups of people</p> <p><b>Optimizes Work Processes:</b> Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement</p> <p><b>Ensures Accountability:</b> Holding self and others accountable to meet commitments</p> <p><b>Plans and Aligns:</b> Planning and prioritising work to meet commitments aligned with organisational goals</p> <p><b>Balances Stakeholders:</b> Anticipating and balancing the needs to multiple stakeholders</p> <p><b>Instils Trust:</b> Gaining the confidence and trust of others through honest, integrity, and authenticity</p> <p><b>Demonstrates self-awareness:</b> Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses</p>
<b>EXPERIENCE</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications and/or equivalent knowledge gained through a combination of education, training and/or experience in a similar role</li> <li>• 5+ years professional experience working in project and/or program management ideally for a large program similar to TRELLiS</li> <li>• Attention to detail and strong organisational skills to manage the program effectively and ensure deadlines and milestones are met</li> <li>• Strong planning, scheduling and capacity/resource management experience within a program and/or project environment</li> <li>• Ability to critically analyse issues and problems that may arise in the Program and propose innovative and fit for purpose solutions aligned with strategic and business priorities</li> <li>• Advanced consultation, influencing and negotiation skills and proven ability to engage effectively with a diverse range of stakeholders at different levels within an organisation to achieve successful outcomes</li> <li>• Demonstrated understanding of Agile methodologies having worked in Agile environments.</li> <li>• IT Capabilities: Microsoft Office Suite, SharePoint, DevOps and video/teleconferencing platforms</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>• Experience of the RACP or a similar organisation</li> </ul>

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.