

## Position Description

# Organisational Design Project Lead

Strategy & Transformation | Award: N/A | Fixed Term until 18 December 2026 | Part-time 3 days per week

<p><b>ABOUT THE RACP</b></p>	<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><b>POSITION PURPOSE</b></p>	<p>The Strategy &amp; Transformation (S&amp;T) team at the Royal Australasian College of Physicians (RACP) supports the development and execution the College's strategic roadmap, with a deliberate focus on member value, operational efficiency and financial sustainability.</p> <p>S&amp;T collaborates with divisions and senior leadership to refine goals, integrate plans and ensure strategic initiatives are prioritised, feasible and aligned to long-term objectives. This includes facilitating cross-College collaboration to drive impact efficiently and effectively.</p> <p>The Project Lead plays a critical role in supporting delivery of the Organisational Design Program by providing project management, governance, stakeholder engagement and communications support.</p> <p>Working within the Strategy &amp; Transformation function, the role partners closely with the Organisational Design Specialist, Organisational Change Lead, Senior Leadership Team (SLT), Portfolio Leads, People &amp; Culture (P&amp;C) Business Partners and Change stakeholders to ensure activities are planned, coordinated and communicated effectively.</p> <p>The role is hands on in developing and maintaining project plans, coordinating governance activities, tracking risks, issues, decisions and dependencies, and preparing engagement and communications materials that support organisational design activities.</p> <p>The role does not hold decision making authority. Accountability for organisational design decisions remains with the Senior Leadership Team (SLT), with the Lead providing coordination, engagement and communications support to enable timely, informed and well-managed delivery.</p> <p>The role operates in a fast-paced, iterative environment, supporting multiple portfolios concurrently and ensuring activities remain aligned, visible and progressing to agreed timeframes.</p>
<p><b>KEY ACCOUNTABILITIES</b></p>	<ul style="list-style-type: none"> <li>- Lead the coordination and governance of the organisational design program, ensuring effective planning, oversight and delivery across all portfolios.</li> <li>- Develop and maintain integrated project plans, ensuring alignment of milestones, dependencies, resources and deliverables.</li> <li>- Establish and support effective governance processes, including project reporting, decision-making forums and executive briefing materials.</li> </ul>

	<ul style="list-style-type: none"> <li>- Monitor project performance, providing timely reporting on progress, risks, issues, decisions and delivery outcomes to executive stakeholders.</li> <li>- Manage project risks, issues, dependencies and critical path activities, ensuring proactive mitigation and timely escalation where required.</li> <li>- Coordinate cross-functional stakeholder engagement and communication activities to support successful project delivery and organisational readiness.</li> <li>- Develop and deliver high-quality project communications, including executive briefings, employee communications, presentations and change support materials.</li> <li>- Foster collaboration across portfolios to maintain delivery momentum, resolve competing priorities and ensure alignment with organisational objectives.</li> <li>- Drive delivery discipline by maintaining effective project controls, governance documentation and continuous improvement of project coordination processes.</li> <li>- Support the successful implementation of organisational design initiatives by ensuring activities are appropriately sequenced, communicated and delivered within agreed timeframes and resource constraints.</li> </ul>
<p><b>COMPLEXITIES</b></p>	<ul style="list-style-type: none"> <li>- Working across multiple portfolios with competing priorities and timelines</li> <li>- Coordinating activities involving senior leaders, HR stakeholders and external specialists</li> <li>- Managing dependencies between organisational design activities, consultation requirements and implementation planning</li> <li>- Balancing pace of delivery with stakeholder engagement and communication requirements</li> <li>- Operating within workforce, governance and organisational constraints</li> <li>- Supporting organisational change activities in a complex and evolving environment</li> </ul>
<p><b>ROLE DIMENSIONS</b></p>	<p>Reporting Line: Organisational Change Lead          Direct Reports: None</p>
<p><b>COMPETENCIES</b></p>	<ul style="list-style-type: none"> <li>- Organisational Savvy: Manoeuvring comfortably through complex policy, process, and people-related organisational dynamics</li> <li>- Collaborates: Building partnerships and working collaboratively with others to meet shared objectives</li> <li>- Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</li> <li>- Builds Networks: Effectively building formal and informal relationships networks inside and outside the organisation</li> <li>- Tech Savvy: Anticipating and adopting innovations in business building digital and technology applications</li> <li>- Balances Stakeholders: Anticipating and balancing the needs to multiple stakeholders</li> <li>- Business Insight: Applying knowledge of business and the marketplace to advance the organisations goals</li> </ul>

	<ul style="list-style-type: none"> <li>- <b>Manages Complexity:</b> Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.</li> <li>- <b>Situational Adaptability:</b> Adapting approach and demeanour in real time to match the shifting demands of different situations</li> <li>- <b>Strategic Mindset:</b> Seeing ahead to future possibilities and translating them into breakthrough strategies</li> <li>- <b>Persuades:</b> Using compelling arguments to gain the support and commitment of others</li> <li>- <b>Demonstrates Self-awareness:</b> Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses</li> </ul>
<p><b>EXPERIENCE</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>- Qualifications or demonstrated experience in in project management, communications, organisational change, or a related discipline</li> <li>- Demonstrated experience supporting organisational design, workforce transformation or change programs</li> <li>- Experience coordinating complex projects or transformation programs involving multiple stakeholder groups</li> <li>- Demonstrated experience developing and executing stakeholder engagement and communications activities</li> <li>- Proven ability to develop clear, high-quality written communications for diverse audiences</li> <li>- Experience maintaining project plans, risks, issues, dependency and decision registers</li> <li>- Strong organisational and coordination skills, with the ability to manage multiple priorities simultaneously</li> <li>- Experience working directly with senior stakeholders and supporting governance forums and decision-making processes</li> <li>- Demonstrated ability to operate effectively in fast-paced environments with changing priorities and incomplete information</li> <li>- Strong attention to detail and ability to maintain disciplined program management practices</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>- Experience working in complex, federated or membership-based organisations</li> <li>- Experience working with project management and collaboration tools</li> <li>- Experience developing employee communications relating to organisational change and consultation activities</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.