

Position Description

Senior Project Officer

Office of the President and CEO | Biyani | Award: N/A

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>
POSITION PURPOSE	<p>RACP affirms that improving Indigenous health outcomes and addressing systemic racism is not optional it is core to the College's constitutional purpose. The Senior Project Officer is central to embedding reconciliation, justice, and equity across all levels of the organisation and ensuring the College meaningfully contributes to healing and systemic reform in Australia and Aotearoa New Zealand.</p> <p>The Senior Project Officer is responsible for designing, implementing and embedding strategic projects and initiatives, providing high-level project management, stakeholder engagement, governance and implementation support to achieve organisational objectives and drive sustainable outcomes.</p> <p>This role advocates and promotes non-Indigenous Fellows, trainees, and staff actively uphold the College's Indigenous Object, contribute to truth-telling and reconciliation processes, and champion systemic reform in alignment with:</p> <ul style="list-style-type: none">• RACP Indigenous Strategic Framework• RACP Constitution – Indigenous Object• Community Truth-telling Pathways• Reconciliation Action Plan (RAP) commitments <p>The position strengthens institutional accountability, cultural safety, anti-racism practice, and Indigenous voice amplification within the College and the broader health system.</p>
KEY ACCOUNTABILITIES	<ul style="list-style-type: none">- Lead the planning, implementation and evaluation of strategic projects and initiatives that support the College's Indigenous allyship, cultural safety, anti-racism and health equity objectives.- Provide high-level project management support, including project planning, governance, risk management, monitoring, evaluation and reporting.- Collaborate with Indigenous leaders, internal stakeholders and external partners to deliver organisational priorities and drive sustainable change.- Coordinate stakeholder engagement, consultation and communication activities to support project outcomes and foster strong working relationships.

	<ul style="list-style-type: none"> - Support the development, implementation and review of policies, frameworks, programs and initiatives aligned with the College's strategic objectives and commitments. - Provide advice and support to leaders and stakeholders on project delivery, change management and continuous improvement initiatives. - Monitor project performance, identify risks and opportunities, and develop recommendations to support informed decision-making and accountability. - Prepare high-quality reports, briefings and presentations for committees, leadership groups and other governance bodies. - Contribute to organisational learning and continuous improvement by identifying and implementing best-practice approaches and evidence-based solutions. - Support the achievement of strategic outcomes by coordinating cross-functional activities and ensuring projects are delivered within agreed timeframes and objectives. -
COMPLEXITIES	<p>Working in both Indigenous (Australian and Aotearoa New Zealand) and non-Indigenous environment</p> <p>The challenges of delivering strategic priorities in a disruptive and somewhat unknown environment, with a diverse range of internal and external stakeholders.</p>
ROLE DIMENSIONS	<p>Reporting Line: Head of Indigenous Affairs Direct Reports: N/A Team Reports: 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 - Manages Ambiguity: Operating effectively, even when things are not certain, or the way forward is not clear - 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 - Plans and Aligns: Planning and prioritising work to meet commitments aligned with organisational goals - Demonstrates Self Awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses - Balances stakeholders: Anticipating and balancing the needs to multiple stakeholders - Business Insight: Applying knowledge of business and the marketplace to advance the organisations goals - Values differences: Recognising the value that different cultures and perspectives bring to an organisation. - Builds networks: Effectively building formal and informal relationships networks inside and outside the organisation

	<ul style="list-style-type: none"> - Instils trust: Gaining the confidence and trust of others through honest, integrity, and authenticity - Strategic Mindset: Seeing ahead to future possibilities and translating them into breakthrough strategies
<p>EXEPIENCE</p>	<p>Essential</p> <ul style="list-style-type: none"> - Demonstrated knowledge in Indigenous policy, reconciliation and the impact of colonisation, anti-racism, or cultural safety leadership while staying true to the values of the college. - Insight and knowledge of the impacts of colonisation and systemic racism on Indigenous health outcomes. - Experience working with members and community's needs and in respectful partnership. - Strong strategic planning and governance experience. - Work with the Head of Indigenous Affairs Australia and Manager of Indigenous Cultural Safety and Indigenous Governance to lead organisational change in complex institutions. - Exceptional communication and facilitation skills and member relations. - Ability to work in a distributed team. IT Capabilities: Microsoft Office Suite, SharePoint and video conferencing platforms. <p>Desired</p> <ul style="list-style-type: none"> - Experience within health, medical education, or professional membership organisations. - Knowledge of RACP governance structures. - Experience leading truth-telling or restorative justice initiatives. - experience working with members working in Aboriginal Community Controlled Organisations, Indigenous governance structures and health systems.

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.