

Position Description for the Chair of the Health Benefits of Good Work® Executive Committee

Role	Chair
Reports to	Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Policy & Advocacy Committee
Location	Australia and Aotearoa New Zealand

Purpose of the Role

To lead the Health Benefits of Good Work® (HBGW) Executive Committee in a mutually co-operative and consultative atmosphere. To guide the Australian and Aotearoa New Zealand HBGW Signatories Steering Group(s) (SSGs) in collaboration with the HBGW Executive Committee.

Key Stakeholders and Relationships

The HBGW Executive Committee members, Australian SSG Chair, Aotearoa SSG Chair, AFOEM Policy & Advocacy Committee members, Signatories to RACP Consensus Statement on HBGW, and College staff.

Context of the Position

- The HBGW Executive Committee has Terms of Reference
- The HBGW Executive Committee has been established:
 - To determine the strategic direction for the implementation of the health benefits of good work™ into all workplaces.
 - To provide oversight and strategic direction of HBGW in accordance with RACP policy.
 - To facilitate the promotion, education and implementation of HBGW
 - To recruit signatories to the Consensus Statement
 - To establish and maintain a framework that is mutually beneficial to all stakeholders especially workers, and including insurers, unions, industry and health professionals.
 - To establish and oversee the SSG(s).
 - To protect the RACP intellectual property of the HBGW initiative and signatories to the Consensus Statement.
 - To liaise with the Faculty Policy & Advocacy Committee (FPAC) to maintain and update the evidence base of the Health Benefits of Good Work®
- The HBGW Executive Committee reports to the AFOEM Policy & Advocacy Committee

Essential Attributes

- Membership of the AFOEM.
- Demonstrated experience in leadership.
- Demonstrated understanding of the medical education environment.
- Experience and demonstrated effectiveness at developing a team and valuing all members.
- Attitudes of cooperation, positivity, and high standards of ethical behaviours.
- Strong administrative and organisational skills.
- Commitment to quality assurance and continuous development.
- Demonstrated high level written and oral communication skills.

Key Responsibilities

- Attend and Chair HBGW Executive committee meetings
- Report regularly to the AFOEM Policy & Advocacy Committee
- Assist in aligning the Faculty Work Plan to the Strategic Plan of the College.
- Assist in ensuring that all sub-committees of the HBGW work productively and harmoniously.
- Assist in ensuring that the HBGW Executive committee members adhere to the RACP's policies about prevention of discrimination and harassment.

Extent of Authority

The Chair of the HBGW Executive Committee has access to the staff of the College to provide secretariat support and professional advice. These staff are line managed by the CEO on the basis of agreed work plans and resources as approved by the Board.