

THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

POSITION DESCRIPTION

Position Title	Project Manager - A Better Culture
Business Area	College Services
Reporting To	Chief Executive - A Better Culture
Direct Reports	Project Administrator/s - A Better Culture
Employment Status	Full time (1.0 FTE), fixed term to 20 December 2024
Date Reviewed	November 2023

1. Royal Australasian College of Medical Administrators

The Royal Australasian College of Medical Administrators (RACMA) is a specialist medical college with the objective of influencing health systems management and educating medical practitioners in the specialty of medical administration.

Four core values underpin all RACMA endeavours:



Professionalism: Demonstrating self-governance, high standards & ethical behaviour



Integrity: Doing the right thing in all situations



Excellence: Striving for outstanding achievement despite constraints



Respect: Acknowledging and valuing others' thoughts, opinions and feelings

2. Project Overview

A Better Culture [the project] provides a unique opportunity for RACMA to take the lead to cultivate a systematic and sustained behavioural change across healthcare workplaces by making finite inroads to combat bullying, racism, harassment, discrimination, and poor workplace behaviour.

The aim of this project is to design and develop a multi-faceted engagement strategy to address the long-standing issues in the culture of healthcare in collaboration with all key stakeholders.

The intended outcome for the project is to confirm a tangible and achievable approach that will be adopted by all key stakeholders to enact genuine and sustained behavioral change across the healthcare sector.

3. The Position

The position is to undertake a project manager role funded through the Specialist Training Program (STP) which is a Commonwealth Government initiative, designed to provide opportunities for medical specialist trainees to rotate through an expanded range of settings, with an emphasis on training in rural areas and in private settings.

The role of the project manager is to provide high level project management and administrative skills to support the A Better Culture project to cultivate systemic and sustained behavioural change across the healthcare sector.

Reporting to the Chief Executive - A Better Culture and providing leadership and support to the Project Administrator/s, the role is responsible for supporting the end-to-end delivery of the project and its activities throughout the life cycle of the project. The role is responsible for ensuring deliverables are achieved on time and within budget.

4. Key Responsibilities

- Provide comprehensive project and administration expertise for the A Better Culture project to plan, execute, and monitor project activities.
- Effectively lead a small team to meet project deliverables.
- Collaborate with cross-functional teams to ensure project tasks are completed efficiently and within the specified deadlines.
- Development and maintenance of project schedules and timeframes.
- Develop, monitor and maintain project plans, budgets and expenditures, and timesheets.
- Develop documentation including communications, reports, proposals, agendas, recommendations, policies, processes, evaluations, information/materials and resources to support the deliverables of the project.
- Undertake data analysis, reviews, investigations and reporting, utilising analytical skills to enable fact-based decisions.
- Engage and consult with stakeholders including subject matter experts, Trainees, Fellows and staff of all specialist medical colleges, committees, and other external vendors for successful project outcomes.
- At the conclusion of the project, undertake evaluation under the direction of the Chief Executive, to assess the extent to which objectives have been met.
- Other duties as required.

5. Selection Criteria

- Relevant experience in project management, administration, communications and marketing and with a proven ability to support delivery of projects on time and within budget.
- Highly developed strategic marketing, communications, and project management skills.
- Excellent interpersonal skills with the ability to collaborate with a wide range of stakeholders.
- Excellent written and verbal communication skills and experience developing and producing content for various media (print, video, web).
- Ability to exercise high levels of autonomy, while at the same time working effectively in a team-based environment.
- High capacity for multi-tasking, prioritisation and managing competing deadlines.
- Advanced skills in MS Office (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat.

6. Organisational Relationships

Internal Liaison	A Better Culture Chief Executive A Better Culture Project Administrator/s RACMA STP Manager RACMA Management and staff
External Liaison	External Stakeholders and service providers

7. Other

This position may involve work outside normal business hours and travel within Australia and to New Zealand.