

## POSITION DESCRIPTION

<b>Position Title</b>	General Manager Global Health
<b>Functional Area</b>	Global Health Department, Operations and Partnerships Portfolio
<b>Date</b>	November 2024
<b>Reports To</b>	Chief Operations and Partnerships Officer
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Senior Program Advisor x 2 (2 FTE)</li> <li>• Volunteer Coordinator x 2 (2 FTE)</li> <li>• Medical Equipment Coordinator x 2 (1.4 FTE)</li> <li>• Grants officer and Finance Liaison (1 FTE)</li> <li>• Scholarship Coordinator (1 FTE)</li> <li>• Section Admin Officer (0.5)</li> </ul>
<b>Primary Objective</b>	To positively and effectively lead the Global Health function of RACS, maintaining and enhancing the Global Health Program quality through developing strong links with key stakeholders whilst fostering a culture of learning and innovation to achieve the aim of improving health outcomes for people in the communities with which we partner.
<b>Key Internal Relationships</b>	<ul style="list-style-type: none"> <li>- Chief Operations and Partnerships Officer (<i>direct manager</i>)</li> <li>- Executive Leadership Team</li> <li>- Chairs of Global Health Steering Committee, International Engagement Committee and other RACS Committees (FRACS)</li> <li>- Program Directors (FRACS)</li> <li>- Global Health Specialty Coordinators (FRACS)</li> <li>- Manager, Finance</li> <li>- Manager, Communications</li> <li>- Manager, Training Support and Partnerships Global Health team</li> </ul>
<b>Key External Relationships</b>	<ul style="list-style-type: none"> <li>- In-country partners including senior officials in Ministries of Health, local hospital leaders, surgical and clinical leaders</li> <li>- RACS Global Health volunteers</li> <li>- Australian Government, represented by the Department of Foreign Affairs and Trade</li> <li>- Donors including in-country DFAT representatives, philanthropic organisations and individuals</li> <li>- External partners including medical colleges and professional associations</li> </ul>
<b>Primary Responsibilities</b>	<p>Strategic Planning and Business Development</p> <ul style="list-style-type: none"> <li>- Lead the development of strategic planning and delivery of the RACS' Global Health strategic priorities in line with global best practice</li> <li>- Lead and coordinate the business development activities for Global Health, through proposal development for new projects, working with stakeholders to identify and progress new activity areas to strengthen and support RACS Global Health's mission and vision</li> <li>- Support in the development of policies and procedures aimed at improving quality and efficiency of programs</li> </ul> <p>Program Planning and Delivery</p>

	<ul style="list-style-type: none"> <li>- Oversee all program design, implementation and evaluation across all RACS Global Health activities guiding program development in line with best practice in capacity building and in compliance with all relevant regulations and contract requirements</li> <li>- Ensure RACS policies and procedures for program management are enacted fully so that RACS Global Health engages and delivers in a unified way, with regular information exchange across and between programs, and to ensure effective grant and program planning and management</li> <li>- Provide leadership and support for the team to ensure programs are well designed, delivered on time and on budget, are appropriately monitored and evaluated, and delivered as expected to our communities</li> <li>- Foster a culture of collaboration the program team as a key component of the College in pursuit of the College mission. Facilitate coordination with other RACS departments to ensure active support is given to fundraising, project implementation, project partners and the team.</li> </ul> <p><b>Staff Support and Supervision</b></p> <ul style="list-style-type: none"> <li>- Manage staff to ensure efficient and effective program systems that lead to high quality and fully compliant ANCP program submissions, and to take corrective action to ensure compliance and a positive reputation with DFAT and other key donors.</li> <li>- Facilitate the performance and professional development of staff through frequent structured interactions, an annual performance review process and regular check-in meetings</li> </ul> <p><b>Financial and Contract Management</b></p> <ul style="list-style-type: none"> <li>- Oversee the all financial and contract management activity for RACS Global Health, working closely with the RACS finance team to ensure sound financial management of program budgets</li> <li>- Strategically lead and support staff to initiate, monitor and deliver against all criteria and conditions within funding contracts and partnership agreements and ensure that regular budget reviews and forecasts are conducted</li> </ul> <p><b>Monitoring and Evaluation</b></p> <ul style="list-style-type: none"> <li>- Support the development of appropriate Monitoring &amp; Evaluation and program management tools and systems to continuously improve the quality of services provided and outcomes achieved</li> <li>- Lead the team to provide analysis and dissemination of M&amp;E data and findings and review best practice guidelines</li> </ul> <p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>- In collaboration with the RACS ELT develop and extend the key relationships with Government partners, regional and national partners, and donors, at all levels of project implementation</li> <li>- Foster collaborative working relationships with other medical colleges and health professional organisations to maximise impact for the partners and programs</li> <li>- Identify opportunities for feedback and improvement through engagement with partners, volunteers and donors</li> <li>- Work with Fellows to enhance and sustain the Global Health network</li> </ul>
<p><b>Essential Skills, Qualifications and Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>- Graduate and post-graduate qualifications in relevant discipline</li> <li>- A minimum of ten years' experience in effective health development planning and/or delivery in low and middle income countries</li> <li>- At least seven years' management experience with demonstrable ability to lead a team of technical and service staff overseeing large and complex programs</li> </ul>

	<ul style="list-style-type: none"> <li>- Strong understanding of contemporary practice in global health program planning and delivery and appreciation of current and future challenges</li> <li>- Extensive experience in program planning, budgeting, implementation and review</li> <li>- Experienced and confident relationship management track record with a broad range of international stakeholders</li> <li>- Excellent management skills with the ability to quickly re-prioritise activities to meet the demands of the programme</li> <li>- Strong interpersonal and facilitation skills with the ability to lead teams to deliver on complex projects with a broad range of stakeholders</li> <li>- Excellent presentation, oral and writing skills</li> </ul>
<p><b>RACS Competencies</b></p>	<ul style="list-style-type: none"> <li>❖ strives to achieve strategic objectives</li> <li>❖ seeks to find better ways of working and increase stakeholder value</li> <li>❖ works collaboratively and demonstrates sound reasoning</li> <li>❖ effectively prioritises work and meets deadlines</li> <li>❖ team player, models RACS values</li> <li>❖ works with colleagues across RACS in the achievement of objectives</li> <li>❖ strives to grow professionally and is open to feedback</li> <li>❖ flexible and adaptive</li> </ul> <p><i>RACS is a child safe organisation. RACS recruitment and selection procedures reflect our commitment to the safety and protection of children in all our activities. As part of the selection process candidates are required to undergo a Police check, an anti-money laundering &amp; counter-terrorism check and signing of our Child Safeguarding Policy &amp; Code of Conduct and RACS Workforce Conduct Policy.</i></p>