



POSITION DESCRIPTION

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| **Position Title** | Senior Project Officer – Indigenous Health (Identified) |
| **Functional Area** | Fellowship Experience |
| **Date** | January 2025 |
| **Reports To** | Manager, Fellowship Services |
| **Direct Reports** | Nil |
| **Primary Objective** | To implement, monitor and review RACS’ commitment to Indigenous Health and cultural safety; and support and provide advice to the Indigenous Health Committee and Mina Committee and RACS staff for the advancement of Indigenous initiatives within RACS. The Senior Project Officer – Indigenous Health will develop and maintain beneficial partnerships and relationships with key Indigenous and non-Indigenous groups. |
| **Key Internal Relationships** | CEO, RACS  President, RACS  Manager, Fellowship Services.  Indigenous Health Committee.  Mina Committee  Aotearoa NZ (AoNZ) Manager.  Māori Health Advisory Group.  All Australian and Aotearoa NZ-based RACS staff.  Aotearoa NZ  Māori Health Project Officer.  Key RACS staff in education departments and Professional Standards.  Subspecialty Societies, eg ASOHNS, Neurosurgical Society |
| **Key External Relationships** | Australian Indigenous Doctors Association (AIDA)  Leaders in Indigenous Medical Education (LIME)  Reconciliation Australia  Indigenous medical students, pre-vocational doctors and surgical trainees.  Key Māori groups that seek to advance Māori health equity. Surgical societies.  Government and non-government organisations advancing Indigenous health equity.  Key staff involved with Indigenous health within other Medical Colleges. |
| **Primary Responsibilities** | * Work with the Indigenous Health Committee, Mina and other groups within RACS for the successful implementation, monitoring and review of RACS Indigenous Health commitments. * Develop and maintain relationships and partnerships with Indigenous advisors in other health agencies and with relevant Indigenous organisations * Assist with the identification and / or development of cultural safety and   Indigenous cultural competence programme(s) for RACS trainees and Fellows.   * Assist staff to increase their understanding of Indigenous Health and Cultural Safety * Work with staff in other functional areas of RACS to deliver on the College’s Reconciliation Action Plan and ensure |

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|  | promotion and incorporation of processes aimed at improving health equity for Indigenous.   * Promote the RACS scholarship programmes intended to increase the number of, and support for, Indigenous surgical trainees * Identify, promote and help develop and / or maintain initiatives that promote surgery as a career to Indigenous community, from senior College years through medical school to junior doctor level. * Provide secretariat services, reports, advice to the Indigenous Health Committee and Mina Committee * Assist with implementation of RACS strategic initiatives * Respond to changing needs within RACS and, in consultation with the Fellowship Services Manager, assist with other duties within the Office that support RACS-wide activities. * The incumbent may be required to travel periodically within Australia and Aotearoa New Zealand and will be required to do some work outside normal working hours. |
| **Essential Skills, Qualifications and Personal Attributes** | * Tertiary qualification in a relevant discipline (eg. health services management, policy development) or an equivalent combination of education, training and experience * Experience working in Indigenous Health and workforce development * Knowledge and understanding of Indigenous health issues * Experience in designing, coordinating and completing projects in a health or social services related environment * Experience in engagement with and management of stakeholders * Experience in provision of advice and specialised information to committees and management * Excellent interpersonal skills. * Excellent organisational and time management skills, and attention to detail * Excellent verbal and written communication skills * Ability to collect and analyse information and think critically * Ability to work both independently and as part of a team * Intermediate to advanced skills in MS Office |
| **RACS Competencies** | * strives to achieve strategic objectives * seeks to find better ways of working and increase stakeholder value * works collaboratively and demonstrates sound reasoning * effectively prioritises work and meets deadlines * team player, models RACS values * works with colleagues across RACS in the achievement of objectives * strives to grow professionally and is open to feedback * flexible and adaptive |
| **Job Outline** | * The Senior Project Officer in Indigenous Health (Identified) at the Royal Australasian College of Surgeons (RACS) will lead transformative initiatives to enhance Indigenous representation, inclusion, and equity within the surgical profession. This exciting and dynamic position will drive the development and implementation of strategic frameworks that prioritise Indigenous knowledge systems, cultural safety, and meaningful partnerships with Aboriginal, Torres Strait Islander, and Māori communities. Working collaboratively with RACS leadership, Fellows, trainees, and external stakeholders, the senior project officer will embed culturally responsive practices and sustainable solutions that address barriers to surgical education, training and healthcare equity. Key responsibilities include facilitating the integration of Indigenous perspectives into policy development, leading engagement programs that attract and support Indigenous surgical trainees, and enhancing opportunities for Indigenous leadership within the College. * The successful candidate will be a passionate advocate for Indigenous health equity with experience in strategic planning, stakeholder engagement, and project management within a healthcare or educational context. A deep understanding of the cultural, social, and systemic challenges faced by Indigenous communities in accessing healthcare and professional training is essential. Exceptional interpersonal and communication skills are required to foster strong relationships, influence decision-making, and promote a culturally safe and inclusive environment within RACS. This role represents an opportunity to make a significant impact on shaping the future of surgery by embedding Indigenous ways of knowing, doing, and being into the culture and operations of RACS, ensuring a more equitable and diverse surgical profession. |
| **Skills and Experience** | * A deep understanding of the cultural, social, and systemic challenges faced by Indigenous communities in accessing healthcare and professional training is essential. * Exceptional interpersonal and communication skills are required to foster strong relationships, influence decision-making, and promote a culturally safe and inclusive environment within RACS. * Tertiary qualification in a relevant discipline (e.g. health services management, policy development, health education) or an equivalent combination of education, training and expertise. * Experience in designing, coordinating and completing projects in a health or social services related environment * Experience in designing, coordinating and completing projects in a health or social services related environment * Experience in engagement with and management of stakeholders * Experience in provision of advice and specialised information to committees and management * Excellent interpersonal skills. * Excellent organisational and time management skills, and attention to detail * Excellent verbal and written communication skills * Ability to collect and analyse information and think critically * Ability to work both independently and as part of a team * Intermediate to advanced skills in MS Office |



