

POSITION DESCRIPTION

Chair – RANZCOG Appeals Committee

Successful Incumbent: Dominique Saunders	Job title: Chair – RANZCOG Appeals Committee
Tenure: For the term of the Fourteenth RANZCOG Council (until October 2027)	Position Description prepared: June 2025

Our Organisation

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) is the leading standards body responsible for the training and education of specialists and GP obstetricians in obstetrics and gynaecology in Australia and New Zealand.

RANZCOG is committed to the establishment and maintenance of the highest possible standards of practice in women's health and provides programs in training, accreditation, and continuing professional development (CPD) that are responsive to the evolving health care needs of women.

RANZCOG supports research into women's health and acts as an advocate for women's healthcare by forging productive relationships with individuals, the community, and professional organisations, both locally and internationally.

Our Values

- **Advocacy** – We are a leading voice for equity, social justice, policy and fairness.
- **Education** – We embrace the opportunity to learn, share knowledge and experience through innovation, discovery, and research.
- **Excellence** – We are committed to performance at the highest standard, in our work, training, research and support.
- **Integrity** – We act honestly, ethically and with accountability with everyone, and in everything we do.
- **Kindness** – We act with compassion and care towards ourselves, and one another
- **Respect** – We expect, and promote, inclusivity, valuing individual rights, beliefs and choices

Purpose of role

- To act as the Chair of the Appeals Committee and guide discussions in relation to the relevant matters before the Committee.
- To facilitate the decision-making process of the Appeals Committee to ensure appropriate consideration has been given to relevant issues.

Key responsibilities

- Lead and facilitate the discussion of relevant issues before the Appeals Committee.
- Review Appeals Committee documentation and provide guidance to other Committee members.
- Ensure that the Appeals Committee is aware of, and recognises, the various legal implications in the consideration of appeals.
- Act as a source of information on various legal issues that may be relevant to matters under review by the Appeals Committee.
- Contribute to discussions and deliberations in the context of individual appeal cases.
- Support the Appeals Committee's role in promoting fair, transparent, and accountable decision-making in line with principles of procedural fairness.
- Assist with the preparation of the reasons for decision of the Appeals Committee.

Meetings of the Appeals Committee are conducted both online and at the RANZCOG Office in Melbourne, on an ad hoc basis, as required and advised well in advance. Attendance at all such meetings is an absolute requirement of this role.

Selection Criteria

- Bachelor of Laws/Juris Doctor.
- Demonstrated professional legal experience of at least 5 years – experience in an administrative law context would be highly regarded.
- Previous experience working in a similar capacity with a not-for-profit or similar medical college would be an advantage.
- High-level communication skills.
- Demonstrated sound judgment and leadership capabilities, including the ability to guide and facilitate the complex deliberations of the Appeals Committee.
- Demonstrated ability to analyse and interpret complex issues and guide and support the Appeals Committee panels in applying the RANZCOG's merits review framework.
- Availability to attend Appeals Committee meetings, both online and in person at the RANZCOG Office in Melbourne, as required.

Remuneration

RANZCOG is committed to ensuring the Chair is appropriately supported and remunerated for their contributions.

The appointed Chair will receive remuneration consistent with the Australian Institute of Health and Welfare (AIHW) Ethics Committee Member daily rate.

Participation is subject to RANZCOG's Code of Conduct, Confidentiality Policy, and relevant College procedures.

Closing date

The closing date for applications is 5.00 pm (AEST) Monday, 4 August 2025.

Late applications will not be accepted.

Governing Documents

- RANZCOG Constitution (www.ranzcog.edu.au/constitution)
- RANZCOG Consumer, Community and Other External Representatives on RANZCOG Council and Committees
- RANZCOG Travel and Accommodation Policy and Guidelines
- RANZCOG Appeals Committee Terms of Reference
- RANZCOG Reconsideration, Review and Appeal of Decisions Policy