

## POSITION DESCRIPTION

# Foundation Lead

<b>Incumbent:</b> N/A	<b>Job title:</b> Foundation Lead
<b>Reporting to:</b> Executive Director, Aotearoa New Zealand, Global Health, Foundation	<b>Department:</b> Aotearoa New Zealand, Global Health & Foundation
<b>Salary/Classification:</b> Confidential	<b>Employment Status:</b> Full-time, Permanent
<b>Direct Reports:</b> Nil	<b>Date:</b> December 2024

## 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 act 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 - He Māngai

We are a leading voice for equity, social justice, fairness, and evidence-based policy.

He reo whai-mana mātou mō te mana taurite, te manatika tangata, te matatika me ngā kaupapa here whai taunaki.

### Education - Mātauranga

We embrace the opportunity to learn, share knowledge and experience through innovation, discovery and research.

E tūwhera ana mātou ki ngā akoranga hōu, ki te toha i ngā mōhiotanga, me te ako mā te ruku kau ki ngā momo auaha, ngā momo whakatūhura, me ngā momo rangahau.

### Excellence - Kairangi

We are committed to performance at the highest standard in our work, training, research and support.

Ka nanaioe atu mātou ki ngā pae taumata teitei rawa atu ahakoa te mahi, te kaupapa whakaako tangata, te kaupapa rangahau, te tautoko tangata rānei.

### **Integrity - Ngākau Pono**

We act honestly, ethically and with accountability towards everyone and in everything we do.  
Ahakoa te mahi, ahakoa te tangata, he hunga pono, he hunga matatika, he hunga kore karo i ngā taumahatanga mātou.

### **Kindness - Manaakitanga**

We act with compassion and care towards ourselves and one another.  
He hunga kaha ki te manaaki, kaha ki te tiaki i te tangata.

### **Respect - Whakamana Tangata**

We expect and promote inclusivity, valuing individual rights, beliefs and choices.  
Ko te whanaungatanga, te mōtika tangata, te whakapono, te āhei ki te kōwhiri ētahi o ngā kaupapa e whakatinanatia ana, e whakatairangatia ana e mātou.

## The Team

The Aotearoa New Zealand, Global Health, and Foundation directorate combines Aotearoa New Zealand focus with our philanthropic work in the Pacific and support for women's health activities in Australia and Aotearoa New Zealand.

In Aotearoa New Zealand the directorate works closely with committees Te Kāhui Oranga ō Nuku, the Aotearoa New Zealand Committee, He Hono Wāhine and the New Zealand Training and Accreditation Committee, as well as RANZCOG staff in Australia, to support trainees and Fellows in Aotearoa New Zealand, and to promote health and equity of outcomes for Aotearoa New Zealand women.

The directorate also supports the Global Health Committee, the Women's Health Foundation, the Research Grants Committee and the Aotearoa New Zealand Grants Committee to contribute to improving women's health, and supporting those working in women's health, across Australia, Aotearoa New Zealand, the Pacific and more broadly.

## Purpose of role

Reporting to the Executive Director, Aotearoa New Zealand, Global Health & Foundation, the Foundation Lead will manage the College's Women's Health Foundation, and its scholarships and grants strategies and processes, and liaise with the various trusts and foundations that provide funding.

## Key responsibilities

- Support and provide advice to the Women's Health Foundation and Research Grants Committee.
- Oversee the Women's Health Foundation's annual and ongoing programme of grants and scholarships.
- Manage the end-to-end cycle of scholarships, grants, and awards under the Women's Health Foundation.

- Manage the Women's Health Foundation operating budget, coordinate receipts and payments relating to Women's Health Foundation scholarships and liaise with Finance on Women's Health Foundation assets and funds.
- Manage the development and ongoing maintenance of the online grants application process, and oversee and support the effective use of the Good Grants system within RANZCOG.
- Liaise with the relevant funding bodies to ensure currency of scholarship deeds and conditions.
- Develop accurate deeds and contracts and scholarship documentation for the Women's Health Foundation, including processes and policies.
- Develop and publish all Women's Health Foundation documentation, including website and EDM content and other promotion and information related to scholarships and grants.
- Carry out all aspects of post-award management.
- Maintain scholarships and grants inbox and manage phone call enquiries.
- Develop strategies and drive continuous improvement of Foundation processes, policies, and administration.
- Oversee the development and implementation of fundraising initiatives and strategies for the RANZCOG Women's Health Foundation.
- Manage fundraising registration compliance with regulatory bodies.
- Any other duties within the scope of the role, and to support the wider directorate, as assigned by the Executive Director Aotearoa New Zealand, Global Health & Foundation.

## Key Selection Criteria

The ideal candidate will also have:

- Philanthropic grant management and fundraising experience, including experience planning, executing and monitoring programmes of work.
- Experience with Good Grants grant management software or other similar system.
- Experience managing budgets and planning processes.
- Demonstrated ability to lead effectively implementation projects, process and policy development, and quality improvement.
- Demonstrated interpersonal skills and the ability to liaise and communicate effectively with a wide range of internal and external stakeholders, groups, and individuals.
- Demonstrated time management skills with the ability to meet deadlines, prioritise multiple tasks and operate both independently and within a team environment.
- Exceptional written and verbal communication and orientation to detail and accuracy.
- Previous experience working with committees, preparing agendas and minutes, and familiarity with procedures for meetings and ability to provide information and advice to committees.
- Excellent computer literacy including Microsoft Excel, Word, and Outlook.
- An interest in and commitment to achieving better outcomes for women's health; and an interest in health education, with a positive attitude towards developing further skills in an educational setting.

## Qualifications

As an ideal candidate you will have completed:

- A degree with subsequent relevant work experience in grant administration; or an equivalent combination of knowledge, training and/or experience.

## Work Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

## Declaration

I \_\_\_\_\_ acknowledge that I have read and understood the **Foundation Lead** Position Description.

I accept that the Position Description may be subject to amendments and updating periodically due to organisational requirements.

Employee: \_\_\_\_\_ (signature)      Date: \_\_\_\_\_