



# Position Description

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<b>Incumbent:</b> Community Representative	<b>Committee:</b> Consumer Network Working Group
	<b>Date:</b> v2 2020-08-10

## The 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:

Our Organisational Values are:

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

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

**Respect** – We expect and promote inclusivity, valuing individual rights, beliefs and choices.

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

**Integrity** – We act honestly, ethically and with accountability towards everyone and in everything we do.

**Kindness** – We act with compassion and care towards ourselves and one another.

## The Committee: RANZCOG Consumer Network Working Group

The RANZCOG Consumer Network Working Group (CNWG) is a diverse group of medical practitioners and members of the community who act as a source of information for the College, providing an independent consumer and public perspective on women's health in Australia and New Zealand.

The aims of the group are to:

- Act as a critical friend of the College, providing a consumer/public perspective to support the work and strategy of the College
- Identify and proactively raise the views, interests and concerns of consumers and the public on matters relating to women's health
- To provide consumer/public input to topics under debate or issues referred to the Network by the College
- Work with the College to find solutions and strategies to improve women's health and the quality of O&G services

In doing so, the CNWG helps RANZCOG to gain alternative perspectives and identify issues important to the community that may otherwise be overlooked.

The CNWG operates in conjunction with other levels of community engagement within the RANZCOG Consumer Network, to maximise the flow of information and ideas across tiers within the College.

You will be part of a group of medical practitioners, trainees, and consumer representatives on a RANZCOG committee. Together you will share ideas, collaborate, and provide an opinion on women's health topics.

The Working Group will comprise of one RANZCOG Board Member who shall chair the Working Group, two clinicians or RANZCOG members, and eight community representatives. The membership of the CNWG should encompass representatives of diverse age groups, ethnicities, and life-experiences. Ex-officio members include the RANZCOG President and the RANZCOG CEO.

The CNWG will meet once a year in person during July Council, and via videoconference at three times a year. Online out of session meetings and consultations may be organised if required.

All Committee members (including Ex-officio) have full voting rights.

## The Role:

To provide a consumer's perspective on matters considered by the CNWG in relation to women's healthcare in Australia and New Zealand

## Key Responsibilities:

As a Consumer Representative on the CNWG, you are invited contribute the work of the group by:

- Providing a consumer perspective on matters considered by the CNWG.
- Ensuring that the CNWG is aware of, and recognises the implications of, consumer perspectives in matters considered by the group.
- Acting as a source of information on issues affecting consumers that may be considered by the CNWG.
- Contributing agenda items for discussion by the CNWG that may have implications for consumers of women's healthcare services that fall under the auspices of the College.
- Contributing to robust, transparent decision-making that aligns with the College's vision, mission and values.

## Appointment Tenure:

- Community Representatives will serve on the CNWG of the eleventh RANZCOG Council till October 2021.
- In line with the *Tenure of Appointment to RANZCOG Committees and External Bodies Policy*, CNWG Community Representatives may serve a maximum of two (2) consecutive three-year terms on the Committee, subject to the agreement of the Committee.

## Key Selection Criteria:

The **ideal Candidate** will have:

- )] High level communication skills
- )] Good judgement and the capacity to contribute in a collaborative manner to the work of the CNWG
- )] Ability to analyse issues and judge their effects on the relevant consumers
- )] Availability to participate in meetings at College House, Melbourne, or by teleconference or video conference as required.
- )] The time and commitment to do background reading and comment on draft documents, as required.

## Qualifications:

An **ideal candidate** will have:

- )] Relevant tertiary qualifications or experience of a similar capacity and/or
- )] Previous experience as a consumer- or community representative in similar capacity

## Key Challenges:

Short, medium- and long-term goals:

- )] To contribute community perspectives as part of a decision-making process of the Consumer Network Working Group to ensure appropriate consideration has been given to relevant issues.
- )] Ensure that the committee is aware of, and recognises the implications of, community perspectives in matters considered
- )] Facilitate more diverse perspectives at a strategic level
- )] Act as a source of information on issues affecting the community that may be considered by the working group

## Outcomes:

To effectively represent the interests of consumers in matters considered by the CNWG and, consequently, the RANZCOG Board.

## Committee Information:

- )] Committee Size: 11
- )] Meeting Frequency: Four times a year (once in person, three times via videoconference)
- )] Meeting Times: TBC
- )] State where Meeting Held: Victoria, Australia

## Related RANZCOG Documentation:

- )] CONSTITUTION: <https://www.ranzcog.edu.au/Our-College/Governance/Constitution-Regulations>
- )] POLICIES available on the RANZCOG Website:  
<https://www.ranzcog.edu.au/Our-College/Governance/Policies-Procedures>
  - Code of Conduct for RANZCOG Bodies
  - Community Representatives Policy
  - Confidentiality Policy
  - Conflict of Interest Policy
  - Tenure of Appointment to RANZCOG Committees and External Bodies Policy
  - Travel Policy

## **Additional Information:**

Additional information requests can be submitted via email to: [gkillmer@ranzcog.edu.au](mailto:gkillmer@ranzcog.edu.au)

## **Closing Date for Applications:**

The closing date for applications is 14 days from advertising commencement. Late applications will not be accepted.