



Position Title	Project Coordinator, STP Support Projects
Department	Education and Training
Capability Framework Level	Level 2 - Inspiring
Date Reviewed	March 2026

Incumbent Name	VACANT
Signature	

## College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and Aotearoa New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

## Department Overview

The Education and Training Department has several areas of activity as follows:

### *Governance and Compliance Division:*

The purpose of the Governance and Compliance Division is to ensure the Education and Training Department reliably achieves its objectives, addresses uncertainty and acts with integrity in all matters pertaining to governance and regulation of College education and training

activities.

- *Governance*: Responsible for governance matters pertaining to the Council of Education (COE), including provision of leadership to administrators of entities reporting to COE, reconsideration and review of decisions made by COE and its entities, and the liaison and collaboration with the ACEM Governance Division.
- *Compliance*: Responsible for the provision of leadership, advice, and support in the development, review and implementation of education and training regulations and policies, and monitoring of and ensuring compliance with regulatory requirements as pertain to education and training activities.
- *Specialist International Medical Graduate*: Responsible for the development and administration of processes associated with the assessment of the qualifications and experience of specialist doctors trained overseas wishing to be recognised as specialists in emergency medicine in Australia and New Zealand

### ***Training and Accreditation Division:***

The role of the Training and Accreditation Division is to provide high quality, accessible, trusted and responsive products and services that enable outstanding trainee experiences.

- *Associateship Training Programs*: Responsible for the administration of the ACEM Associateship Training programs in Emergency Medicine and Pre-Hospital and Retrieval Medicine (PHRM) and the accreditation of PHRM training sites.
- *Specialist Training Program*: Responsible for the administration of the ACEM Specialist Training Program leading to Fellowship of ACEM and the Joint Paediatric Emergency Medicine Training Program leading to the Specialist title of Paediatric Emergency Medicine Specialist and the provision of support for trainees throughout their training.
- *Accreditation*: Responsible for the accreditation of training sites for the ACEM specialist training program, including special skills placements.

### ***Assessment Division:***

The role of the Assessment Division is to enable the measurement, judgement and confirmation of the standard of trainee performance and achievement, with a focus on robust data analysis, contemporary best practice, quality assurance and continuous improvement.

- *Trainee Progression and Research*: Responsible for the administration, management and quality assurance activities to support trainee progression review and assessment of trainees' research requirements.
- *Examinations Operations*: Responsible for the ongoing development, administration and quality assurance activities to support the conduct of ACEM Examinations.
- *Assessment Systems and Standards*: Responsible for the ongoing development and administration of standards underpinning the ACEM Examinations and the digital systems required to support them.

### ***Education Strategy and Development Division:***

The role of the Education Strategy and Development Division is to provide expert advice, exemplary project management services, creativity and strategic thinking to the development, implementation, monitoring and evaluation of engaging and innovative education and training offerings to trainees and members.

- *Education and Training Projects*: Responsible for the development and implementation of strategic education and training initiatives underpinned by sound evaluation and design principles, including educational and training standards and content, and facilitated by strong collaborative partnerships with stakeholders.

- *Education and Training Product Design and Development*: Responsible for design and development of education and training products, including the establishment and fostering of strategic partnerships.

## Position Purpose

The Project Officer, STP Support Projects is responsible for coordinating the development and delivery of two Commonwealth-funded Specialist Training Program (STP) Support Projects:

- STP Trainee Readiness – Are You Ready for Rural? A self-directed readiness package for trainees commencing rural STP posts (MM2–7), incorporating orientation modules, rural paediatric ED scenarios, and Workplace-based Assessment (WBA) video scenarios.
- Consultant Readiness Support Package (TS4 Support). A virtual OSCE preparation program and TS4 trainee leadership toolkit to support senior STP trainees in transitioning to consultant practice.

The role provides dedicated coordination and administrative support across both projects, working closely with the GM, Education and Training Strategy and Development, Education and Training staff and subject matter experts to ensure timely, high-quality delivery within budget and in accordance with DOHAD reporting requirements.

## Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

### Project Coordination

- Coordinate day-to-day delivery of both STP Support Projects, including scheduling, milestone tracking, stakeholder liaison, and reporting.
- Develop and maintain detailed project plans, risk registers, and action logs in line with ACEM project management standards.
- Monitor project progress against agreed timelines and budgets; escalate risks and issues to the GM, Education and Training Strategy and Development.
- Prepare and distribute agendas, papers, and minutes for project working groups, steering committees, and SME consultation meetings.
- Follow up on action items arising from meetings to ensure timely progress.
- Support collation of co-contribution and in-kind records for DSS acquittal and reporting purposes.

### Resource Development and Content Support

- Coordinate the environmental scan and needs analysis activities, including liaison with sites, trainees, DEMENTs, FACEM educators, and ED Accredited Training Networks (EDATNs).
- Support gap analysis processes and assist in the sequencing and collation of existing resources into cohesive onboarding frameworks.
- Coordinate the commissioning, production, and review of new educational resources, including WBA video scenarios, orientation modules, exam preparation materials, leadership toolkits, and preparation guides.
- Liaise with video production contractors, educational designers, and communications staff to support resource development timelines.
- Support the setup, upload, and accessibility testing of course materials in the Learning Management System (LMS).

### Stakeholder Engagement

- Liaise with site DEMTs, trainees, FACEM SMEs, OSCE examiners, performance specialists, and university postgraduate medical training hubs as required.
- Coordinate pilot testing activities for STP rural sites, including logistics, feedback collection, and reporting.
- Support communications and dissemination of the completed resources to trainees and Accredited Training Networks.
- Build and maintain constructive working relationships with internal and external stakeholders throughout project delivery.

### **Evaluation and Reporting**

- Coordinate the design and administration of pre- and post-implementation surveys in collaboration with the ACEM Research Unit.
- Support data collection and analysis activities, including compilation of evaluation findings for final project reports.
- Contribute to the preparation of final project evaluation reports for submission to the Department of Health, Ageing and Disability.
- Identify lessons learned and opportunities for improvement to inform future STP and education project initiatives.

### **General**

- Liaise with ACEM staff to develop and maintain documentation, publications, and communications pertaining to the STP Support Projects.
- Contribute to preparation of briefings, presentations, and correspondence related to project activities.
- Participate in relevant ACEM meetings and contribute to the broader work of the Education Strategy and Development Division as required.
- Other responsibilities as delegated by Management within the scope of this position.

## **Key Skills, Qualifications and Attributes**

### **Essential**

- Tertiary qualification in an appropriate discipline (e.g. Education, Health Sciences, Public Health, Business); post-graduate qualifications or relevant professional experience in project management or education settings preferred.
- Demonstrated experience in project coordination or project officer roles, including managing timelines, budgets, stakeholder communication, and reporting.
- Experience supporting the development of educational or training resources, with an understanding of curriculum or resource design principles.
- Highly developed written communication skills, including the ability to produce high-quality reports, correspondence, meeting papers, and project documentation.
- Excellent verbal communication and interpersonal skills, with the ability to work consultatively across a broad range of internal and external stakeholders.
- Strong organisational and time management skills, including the ability to manage multiple concurrent workstreams and competing priorities.
- Ability to work with a degree of autonomy, exercise initiative, and maintain consistent quality output with minimal supervision.

- Sound aptitude with digital tools, including Microsoft Office Suite, videoconferencing platforms, and learning management systems.
- Commitment to the principles of equal opportunity, workplace diversity, and inclusion.

#### **Desirable**

- Experience in medical education, specialist training programs, or the vocational training sector.
- Understanding of the Australian and/or New Zealand health system, with particular reference to rural and regional healthcare contexts.
- Familiarity with Commonwealth-funded programs, including familiarity with government grant acquittal or reporting requirements.
- Understanding of culturally safe practice and health equity considerations for Aboriginal and Torres Strait Islander and Māori communities.

### **Key Capabilities**

ACEM has a Capability Framework that describes the technical and non-technical capabilities expected to be executed. For the role of Project Coordinator, STP Support Projects, the key capabilities include:

#### **Effective communication:**

- Communicates clearly and effectively in different forums and with a range of stakeholders and colleagues.
- Drafts and self-reviews complex and detailed project correspondence, reports, and educational content.
- Identifies and understands intended audiences, selecting appropriate communication methods.
- Supports opportunities for collaboration to ensure communication incorporates diverse views and perspectives.

#### **Stakeholder engagement and management:**

- Builds and maintains positive relationships with internal/external stakeholders.
- Takes responsibility for overseeing and resolving complex queries from internal/external stakeholders.
- Provides regular status updates to internal/external stakeholders.
- Follows up with internal/external stakeholders to ensure issues are resolved.
- Proactively shares information gained from stakeholder engagement to help resolve issues and improve internal processes.

#### **Decision making:**

- Identifies tasks and issues and breaks them down into decisions requiring action.
- Identifies information gaps, sources relevant data, and researches alternative options.
- Makes recommendations where multiple options exist, with reference to project scope and objectives.

#### **Problem solving and advising:**

- Proactively and independently resolves low to medium-risk project delivery problems.
- Applies prior learnings when faced with new situations and project challenges.
- Seeks guidance for higher-risk issues; develops potential recommendations and refers upwards as appropriate.

**Negotiation and influence:**

- Negotiates relevant matters presented by internal and/or external stakeholders.
- Identifies where support/cooperation is needed from internal and/or external stakeholders.
- Demonstrates ability to influence others when appropriate.
- Able to negotiate to gain consensus.

**Data gathering and analysis:**

- Gathers and analyses relevant data across multiple domains.
- Identifies and evaluates sources of information to inform and progress work.
- Shares findings with relevant internal stakeholders.
- Seeks additional resources when gaps and inconsistencies or variances in data are found.

**Managing performance:**

- Provides positive and constructive feedback to direct reports, peers and colleagues.
- Provides informal mentoring to peers, colleagues.
- Fosters a positive workplace culture through role modelling organisational values and recognising positive behaviours in others.

**Leadership and business acumen:**

- Works collaboratively within own department/team.
- Identifies operational matters requiring financial consideration to inform budget preparation.

**Change management:**

- Encourages a culture of improvement through identifying potential opportunities for change in area of expertise/domain.
- Implements change plans.
- Provides subject matter expertise at key stages from change concept to delivery.
- Supports change management process through positive communication and proactively addressing issues.
- Able to articulate benefits of change and link to operational/strategic objectives.

**Organisation Responsibilities**

As a member of ACEM staff, organisation responsibilities include, but are not limited to:

- Demonstrate the ACEM Core Values within the Unit, Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan, ACEM Reconciliation Action Plan and Te ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Ensure the quality recording of all processes relevant to role and responsibilities.
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.

**Workplace 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.

## Organisational Sustainability

ACEM aims to promote sustainable practices in the workplace and reduce its environmental footprint through initiatives to reduce waste, energy and water use, and to increase recycling. All employees are encouraged to actively apply sustainability principles within their own teams

## Organisational Relationships

Reports to	General Manager, Education and Training Strategy and Development
Supervision of	Nil
Internal Liaison	All ACEM Employees Members and trainees of the College Research Unit Digital/LMS team Communications team All ACEM Employees Members and trainees of the College
Committee Liaison	STP Support Project Working Groups National Program Steering Committee Trainee Progression Review Subcommittee
External Liaison	Rural STP site DEMTs and supervisors FACEM SMEs and OSCE examiners, EDATNs (ED Accredited Training Networks), Video production and educational design contractors

## Additional Information

- This is a fixed-term role for the duration of the STP Support Projects subject to funding and project requirements.
- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel to Aotearoa, New Zealand may be required.
- Partial remote working may be available in line with ACEM's flexible work arrangements.