



Position Title	Advocacy and Government Relations Lead, Aotearoa
Department	Policy, Research and Partnerships
Date Reviewed	March 2025

Incumbent Name		
Signature		Date

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 Policy, Research and Partnerships Department assists the College to respond more effectively on behalf of Fellows and Trainees to challenges and opportunities within emergency medicine and the wider health sector. This is achieved by facilitating the overall coordination and implementation of policy, advocacy, research and strategic project initiatives. A key focus of the Department is enabling ACEM's proactive and coordinated advocacy effort and extending the College's influence through internal and external relationships. These activities are governed by the ACEM Council of Advocacy, Practice and Partnerships (CAPP). The Department also oversees and manages the Australian and Aotearoa New Zealand Faculties, which provide our members with region-based advocacy support and events.

Position Purpose

Reporting to the *General Manager, Policy and Public Affairs*, this role is a senior member of a Division that, through member and stakeholder engagement, leading advocacy campaigns, and policy development, supports ACEM's strategic objectives to advance the practice of emergency medicine and drive health system reform in Aotearoa New Zealand.

Key Responsibilities

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

- Lead and, where assigned, provide support to various projects and advocacy campaigns related to Aotearoa New Zealand being undertaken in the Policy, Research and Partnerships Department, including preparing written submissions, budget bids, correspondence, presentations and other documents as required.
- Develop and maintain collaborative relationships with stakeholders in Aotearoa New Zealand – including with government, medical colleges and other not-for-profit health organisations – to raise greater awareness of ACEM's advocacy priorities, and increase engagement, to effectively influence key decision-makers.
- Regularly engage with and provide regular reports to members of the Aotearoa New Zealand Faculty Board, including the Chair, to ensure the Faculty Board's advocacy priorities are developed and implemented.
- Where appropriate, represent ACEM at internal and external forums, seminars, roundtables, working groups and engagement activity events to consider policy issues and build beneficial relationships in Aotearoa New Zealand.
- In collaboration with the Policy and Advocacy Unit lead and/or contribute to the development and updating of ACEM's Standards (policies, guidelines, position statements).
- Monitor policy development, remain well informed and identify current evidence-based literature in the health portfolio within Aotearoa New Zealand to participate in the provision of rapid responses to health issues as they arise.
- Provide advice as required to the General Manager (Policy and Public Affairs), Executive Director (Policy, Research and Partnerships), Executive Director (Education and Training), and CEO on health policy and associated issues as they relate to Aotearoa New Zealand.
- Provide timely expert policy and project advice to CAPP – including its committees, subcommittees and working groups – and ACEM Board committees as required.
- Other responsibilities as delegated by Management within the scope of this position.

Key capabilities

ACEM has a *Capability Framework* that describes the technical and non-technical capabilities expected to be executed. For the role of Advocacy and Government Relations Lead, Aotearoa, the key capabilities include:

Effective communication:

- Ability to express thoughts and ideas effectively through oral, written, verbal, non-verbal and visual communication.
- Able to communicate clearly and effectively in different forums and with a range of stakeholders and colleagues, including government, medical colleges and other not-for-profit health organisations.
- Provides opportunities for collaboration to ensure decision making, communication and messaging incorporates diverse views and perspectives.

Stakeholder engagement and management:

- Builds and maintains positive relationships with internal / external stakeholders.
- Proactively shares information gained from stakeholder engagement to help resolve issues and improve internal processes.
- Provides regular status updates to internal / external stakeholders.

Data gathering and analysis:

- Identify, gather and analyse assessment and performance data from various sources and link this data to other related findings and trends.
- Identifies and evaluates sources of information to inform and progress work.
- Shares findings with relevant internal stakeholders.

Decision making:

- Makes recommendations where there are multiple options to consider.
- Able to research alternative options; explores and analyses benefits and implications.

Problem-solving and advising:

- Identifies higher risk problems; develops potential recommendations and refers upwards.
- Seeks opinion / guidance from others for more difficult problems.

Negotiation and influence:

- Demonstrates ability to influence others when appropriate.
- Identifies where support / cooperation is needed from internal and/or external stakeholders.

Managing performance:

- 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.

Change management:

- Encourages a culture of improvement through identifying potential opportunities for change in area of expertise / domain.

Organisation responsibilities

As a member of ACEM staff, organisation responsibilities include, but not be 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.
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.

Key Qualifications and Experiences

Essential

- Tertiary qualification/s in public policy, public health, international development or other related health disciplines.
- Demonstrated experience in finding and using data and research from a diverse range of disciplines (e.g., clinical sciences, epidemiology, health economics and political sciences) in policy development and advocacy.
- Knowledge of the Aotearoa New Zealand government and/or health system, particularly as it pertains to Māori.

Desirable

- Relevant postgraduate tertiary qualifications in public policy, public health or related disciplines.
- Understanding of or experience within a comparable membership organisation, medical college or not for profit health organisation.

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, Policy and Public Affairs
Supervision of	Nil
Internal Liaison	ACEM Policy, Research and Partnerships Department All ACEM Employees Fellows and trainees of the College
Committee Liaison	Aotearoa New Zealand Faculty Board Council of Advocacy, Practice and Partnerships and associated entities Council of Education and associated entities Entities of the ACEM Board
External Liaison	Health Professionals Government and Non-Government Organisations

Additional Information

- This position may involve work outside normal business hours, e.g., occasional evening meetings and work required to meet critical deadlines
- Domestic travel and travel to Australia may be required on occasions.