



Australasian College  
for Emergency Medicine

# Position Description

## Policy, Research and Partnerships

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Position Title	Advocacy and Government Relations Manager, Australia
Department	Policy, Research and Partnerships
Date Reviewed	May 2025

Incumbent Name	VACANT	
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 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 associated 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 activities of 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, the primary purpose of the role is to drive the College's Advocacy Strategy to ensure that ACEM's policy positions and advocacy priorities are well understood by state and territory Australian governments.

## Key Responsibilities

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

- Monitor and provide organisational leadership on policy developments in the health sector within Australia, and provide advice on strategic advocacy opportunities as they arise.
- In collaboration with ACEM's Australian Faculty Boards, develop and implement tailored advocacy strategies relevant to each jurisdiction.
- Regularly liaise with Faculties, Faculty Chairs, and Faculty Boards regarding state and territory policy issues and arising challenges.
- In collaboration with the Policy Unit, develop reports, submissions, briefing papers, speeches, letters, and other materials that effectively communicate and promote ACEM's policy positions to support jurisdictional advocacy.
- Support the ACEM President and President-Elect/Immediate Past President by facilitating their advocacy and member engagement activities, including developing background briefing packs for key visits.
- Provide leadership and management of the Regional Engagement Administrator.
- Develop and maintain collaborative relationships with stakeholders – 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.
- 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 collaboration with the Media Unit, manage potential reputational issues as well as identify opportunities to promote the College's advocacy priorities, highlight campaigns and increase government engagement.
- Ensure members who raise policy ideas and issues with ACEM feel engaged and valued.
- Develop effective messaging and narratives that support ACEM's policy objectives and draw on best practice in messaging theory.
- 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 Manager, Australia, the key capabilities include:

### Effective communication:

- Able to communicate effectively in complex and unfamiliar environments.
- Produces clear written content to effectively communicate operational and strategic outcomes.
- Adapts and adjusts communication style for a range of audiences, situations and environments.

**Stakeholder engagement and management:**

- Drives communication and connectivity between key internal stakeholder groups; shares relevant information.
- Able to anticipate stakeholder behaviour and tailor response accordingly.
- Proactively maintains and enhances key stakeholder relationships.
- Shares information with leadership on decision making and team initiatives.

**Data gathering and analysis:**

- Uses data to inform decision making at operational level.
- Develops recommendations based on data analysed.

**Decision making:**

- Able to make informed, timely and effective decisions.
- Consults with internal stakeholders, subject matter experts, to gain input and insights relevant to decision making.
- Provides guidance / advice to team members to assist in decision making process.

**Problem-solving and advising:**

- Able to anticipate problems and proactively identify potential solutions.
- Able to analyse and identify the root causes and impact of problems.
- Uses experience and judgement to assess which problems should be resolved by team or escalated.

**Negotiation and influence:**

- Negotiates complex matters with internal and/or external stakeholders.
- Proactively seeks support / cooperation from internal and/or external stakeholders.
- Able to influence and steer interactions towards solutions and outcomes to the benefit of the organisation while maintaining constructive relationships.

**Managing performance:**

- Manages and monitors performance of individuals / team.
- Sets clear expectations for individual and team performance outcomes.
- Provides regular positive and constructive feedback on performance and delivery of outcomes.

**Leadership and business acumen:**

- Works collaboratively within own department / team and across the organisation.
- Operationalises business plans through delivery of projects and initiatives.

**Change management:**

- Actively seeks opportunities to collaborate on change process across the organisation.
- Identifies potential resistance to change and develops mitigation strategies.
- Able to mobilise team to plan for and execute change process.

## **Organisation responsibilities**

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

- Embed and uphold ACEM's Core Values within the Unit, Department and across the College.

- Ensure any allocated deliverables outlined in the ACEM Business Plan, ACEM's Te Rautaki Manaaki Mana: Excellence in Emergency Care for Māori, and ACEM's Reconciliation Action Plan are met to a high standard.
- Strive to maintain a culturally competent and inclusive workplace and undergo regular cultural competence training.

## Key Skills, Qualifications and Attributes

### Essential

- A tertiary qualification in Public Policy, Public Health, Communications, Politics or a related discipline.
- Demonstrated understanding of the Australian health care system.
- Excellent understanding of government policy making and implementation processes, as well as policy analysis and political systems.
- Demonstrated experience in planning and implementing advocacy strategies and influencing decision makers.

### Desirable

- Demonstrated experience in a government relations or advocacy role.
- Understanding of and/or experience in membership/not for profit health organisations.
- Demonstrated experience leading and managing an administrative team.

## 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	Regional Engagement Administrator
Internal Liaison	All ACEM Employees Members and trainees of the College
Committee Liaison	Faculties, Faculty Chairs Committee, CAPP
External Liaison	Government Departments, other Colleges, government and statutory/regulatory bodies, contractors and consultants when required.

## Additional Information

- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel may be required.