



Position Title	Manager, Indigenous Health	
Department	Policy, Research and Partnerships	
Date Reviewed	August 2025	
Capability Framework Level	Level 3 - Leading	
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 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 Department of Policy, Research and Partnerships functions to enable the College to respond more effectively on behalf of members 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, workforce planning and inclusion, rural health strategy, partnerships, public affairs (including government and media relations) and associated strategic project initiatives. The Department enables ACEM's proactive and coordinated advocacy effort and extends 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 manages, oversees and progresses the activities of the Australian and Aotearoa New Zealand Faculties and ACEM Sections, the ACEM Foundation, the Global Emergency Care Unit and the College's activities relating to improving the provision of healthcare for Indigenous populations in both Australia and Aotearoa New Zealand.

## **Position Purpose**

This role leads the design, delivery, and evaluation of initiatives that drive the College's commitment to achieving health equity for Aboriginal, Torres Strait Islander, and Māori peoples, and ensures that cultural safety is embedded across all areas of ACEM's work.

Reporting to the General Manager, Health Equity in Emergency Care the Manager, Indigenous Health, provides expert guidance and support to the Indigenous Health Committee (IHC) and associated IHC Working Groups, leading a small team to deliver impactful projects, partnerships, and policy initiatives. The role is accountable for fostering strong and respectful relationships with Aboriginal and Torres Strait Islander communities, Māori people's organisations, and leaders, as well as with ACEM Fellows, trainees, and members.

## **Key Responsibilities**

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

- Ensure effective implementation of the work of the Indigenous Health Committee, Manaaki Mana Rōpū, the Aboriginal and Torres Strait Islander Health in Emergency Care Strategy Group and Traumatology Talks Working Group, including progressing meeting actions, promulgation of progress reports on activity and project delivery.
- Lead the design, delivery, and evaluation of ACEM's Indigenous health strategies and initiatives.
- Provide leadership and direction in the design of ACEM's Reconciliation Action Plan.
- Provide leadership, guidance and support to staff working within the Indigenous health portfolio.
- Drive projects and programs that support the College's commitment to health equity for Aboriginal, Torres Strait Islander, and Māori peoples.
- Lead the coordination and effective functioning of the Indigenous Health Committee, including meeting preparation (scheduling meetings, coordinating agendas and meeting papers), reporting, and follow-up actions.
- Ensure governance processes reflect cultural safety, inclusivity, and alignment with ACEM's strategic objectives.
- Build and sustain strong relationships with Aboriginal and Torres Strait Islander and Māori stakeholders, communities, and partner organisations.
- Represent ACEM in external forums to advance the College's Indigenous health priorities.
- Oversee the planning, resourcing, and implementation of Indigenous health projects across the College.
- Monitor performance and outcomes, ensuring delivery within agreed timeframes and budgets.
- Promote cultural safety and awareness across ACEM, supporting initiatives that strengthen organisational capability and staff confidence in this area.
- Champion and embed equity and inclusion as core organisational practices, ensuring cultural safety is upheld across all College operations.
- Collaborate with internal teams to integrate Indigenous health considerations across College functions, policies, and programs.

- Provide timely, accurate reports to the Executive, relevant ACEM entities, and the ACEM Board on progress, risks, and outcomes.
- Ensure compliance with funding agreements, contracts, and relevant legislative or regulatory requirements.
- Delivery of ACEM's Traumatology Talks Working Group
- 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 Manager, Indigenous Health, 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.
- Role models open, transparent communication by sharing relevant information, feedback and expectations at individual and team level.
- Creates regular opportunities to collaborate and consult with a wide range of internal stakeholders.

### **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.
- Able to repair damaged or difficult relationships.
- Shares information with leadership on decision making and team initiatives.
- Provides leadership and support to others in maintaining positive stakeholder relationships.

### **Decision making:**

- Able to make informed, timely and effective decisions.
- Able to make decisions autonomously.
- 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 apply a logical, systematic approach to solving problems.
- 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.

- Aware of desired goals and objectives to work towards.
- Able to influence and steer interactions towards solutions and outcomes to the benefit of the organisation while maintaining constructive relationships.

#### **Data gathering and analysis:**

- Develops recommendations based on data analysed.
- Documents and presents recommendations on findings.
- Identifies applicability of findings to other areas of the organisation.
- Uses data to inform decision making at operational level.

#### **Managing performance:**

- Manages and monitors performance of individuals / team.
- Sets clear expectations for individual and team performance outcomes.
- Supports individuals to set goals aligned to operational and strategic goals.
- Provides coaching and guidance to support and maximise performance.
- Provides regular positive and constructive feedback on performance and delivery of outcomes.
- Identifies development and training needs for individuals and team.
- Identifies and addresses performance issues in a timely manner. Effectively deploys conflict resolution strategies.

#### **Leadership and business acumen:**

- Works collaboratively within own department / team and across the organisation.
- Operationalises business plans through delivery of projects and initiatives.
- Manages budget preparation process; implements and oversees budget management process.

#### **Change management:**

- Takes ownership for change process at project level.
- Contributes to the development of change plans.
- Provides subject matter expertise at key stages from concept to delivery.
- Proposes new approaches, process improvement, methods and technologies.
- Able to mobilise team to plan for and execute change process.
- Identifies potential resistance to change and develops mitigation strategies.
- Actively seeks opportunities to collaborate on change process across the organisation.

### **Organisation Responsibilities**

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

- Promulgation and demonstration the ACEM Core Values within the 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 in the Promapp system.

- Demonstration of leadership to develop and maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion.

## Key Skills, Qualifications and Attributes

### Essential

- Lived experience as an Aboriginal and/or Torres Strait Islander or Māori or deep connections to community.
- Relevant tertiary qualification in health, social science, policy or related discipline.
- Significant experience in project management within health, public health, policy, or other relevant area.
- In-depth understanding of the Australian and/or Aotearoa New Zealand health care systems, particularly as they pertain to Aboriginal and Torres Strait Islander Peoples and/or Māori.
- Significant experience in effective engagement with Aboriginal and Torres Strait Islander peoples and/or Māori communities and/or organisations.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy

### Desirable

- Experience in developing and supporting organisational and individual cultural safety as it pertains to Aboriginal and Torres Strait Islander peoples and/or Māori.
- Previous exposure to health equity strategies and their implementation.
- Understanding of and/or experience in membership/not for profit medical organisations.

## 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, Health Equity in Emergency Care
Supervision of	Project Lead, Aboriginal and Torres Strait Islander Health Project Lead, Māori Health Committee Administrator
Internal Liaison	All ACEM Employees Members and trainees of the College
Committee Liaison	Indigenous Health Committee, Manaaki Mana Advisory Group, Traumatology Talks Working Group, Aboriginal and Torres Strait Islander Health in Emergency Care Strategy Group, RAP Working Group

External Liaison	Fellows and trainees of ACEM, Hospital staff, ACEM community representatives, other specialist medical Colleges as required, key partner organisations identified in ACEM's RAP and Te Rautaki Manaaki Mana
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### **Additional Information**

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