



Australasian College
for Emergency Medicine

Position Description

Membership and Corporate Services

Position Title	Project Manager	
Department	Membership and Corporate Services	
Date Reviewed	June 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 Department of Membership and Corporate Services supports the College in delivering strategic priorities across member engagement, corporate operations and service delivery. The Department achieves this by enabling coordinated execution of initiatives and services to grow the membership, enhance member value and experience, support continuous improvement, and strengthen College operations and infrastructure.

The Department comprises the areas of:

- People, Culture and Experience
- Member Experience
- Membership Support
- Communications and Brand Strategy
- Marketing
- Technology and Business Services
- Program Management
- Conferences and Events

These Units and Divisions work collaboratively to develop and deliver services, programs and digital experiences that promote a sustainable and engaging member journey, while also ensuring the College operates effectively and efficiently.

Position Purpose

The Project Manager works closely with internal and external stakeholders to initiate, plan and execute the delivery of College projects. In particular, the Project Manager will manage the delivery and documentation to scope projects and estimate timeframes and deliverables as required along with reporting to the Strategy Execution and Business Improvement Steering Group.

Key Responsibilities

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

- Oversee all activities including the development and execution of project plans, timelines, and budgets for the development and delivery of systems, services, products and platforms.
- Coordinate and manage all project activities ensuring that milestones and deliverables are achieved on time and within budget.
- Ensure and facilitate effective communication among project team members, stakeholders, and senior management by providing regular updates on project status, risks, and key decisions.
- Identify, engage and collaborate with relevant stakeholders, including internal teams, subject matter experts, and external partners, to gather requirements and ensure project alignment with organisational objectives, prioritisations, risks and costs.
- Lead a cross functional team to successfully drive the development and execution of systems, services, products and platforms as required.
- Proactively identify potential risks, formulate effective mitigation strategies and address any issues to ensure the successful progression of projects and maintain trajectory.
- Implement quality control measures to ensure project deliverables meet established standards and specifications.
- Prepare and maintain project documentation, including project plans, progress reports, and risk registers in alignment with the ACEM Project Management Framework (PMF).
- Conduct evaluations and gather feedback, incorporating insights into future platform iterations.
- Drive continuous improvement by identifying opportunities to enhance processes, tools, and methodologies for platform development and delivery.
- Demonstrate leadership to develop and maintain a culturally competent and inclusive workplace and expect to undergo regular cultural competence training.
- Other responsibilities as delegated by Management within the scope of this position.

Organisational Responsibilities

- 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.

Key Skills, Qualifications and Attributes

Essential

- Tertiary Qualification in Project Management, Business, Information Technology or related discipline and/or equivalent relevant work experience.
- Proven experience in Project Management, particularly in overseeing the implementation of Customer Relations Management Systems with technical integrations so SaaS platforms.

- Demonstrated ability to lead and motivate cross-functional teams, fostering a collaborative and high-performing work environment.
- Excellent interpersonal and communication skills to effectively engage and collaborate with diverse stakeholders, both internal and external.
- Strong analytical and problem-solving skills to identify and address project-related challenges and risks.
- Ability to manage multiple priorities and deliverables simultaneously, while maintaining a high level of attention to detail.
- Commitment to delivering high-quality training programs that meet established standards and specifications.
- Ability to be flexible and adaptable to changing project requirements, plans and strategies accordingly.
- Experience in working with system implementation projects and project methodologies.
- Proficiency in project management tools and software applications, as well as a willingness to learn and adapt to new technologies.
- A growth mindset and a willingness to stay updated on industry trends, best practices, and emerging technologies in education and project management.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.

Desirable

- Project Management of Microsoft Dynamics
- Certification in PRINCE2 project management methodology and/or familiarity with Scrum methodology.
- Previous experience working at a membership organisation, medical college or not for profit organisation.
- Demonstrated experience as a Project Manager or Business Analyst.

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 Relationships

Reports to	Program Manager
Supervision of	Project Officer
Internal Liaison	Project staff, Management, College staff, Doctors for UAT.
Committee Liaison	Strategy Execution & Business Improvement Steering Group
External Liaison	External Contractors and Suppliers

Additional Information

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

