



Position Title	Regional Engagement Administrator
Department	Policy, Research and Partnerships
Date Reviewed	June 2024

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.

Position Purpose

The primary purpose of the role is to provide high-level administrative support to the eight Australian state and territory Regional Faculties.

Regional Faculties exist to provide a range of services, support and information to members and trainees living and working in each of the Australian states and territories. These include:

- Coordination of the Faculty, Faculty Board and Faculty Chairs meetings, both in-person and online.
- Support for Faculty Chairs and Deputy Chairs.
- State and territory-based advocacy.
- Events, networking and engagement.
- Wellbeing activities.
- Formal and informal communications to and from members, such as updates on other relevant College initiatives.

Key Responsibilities

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

- Coordinating all Australian Faculty, Faculty Board and Faculty Chairs meetings. This involves:
 - Organising meeting dates, venues, audio-visual support and catering
 - Developing agendas in collaboration with Faculty Chairs and internal colleagues
 - Keeping and circulating minutes, and
 - Following up on action items as required.
- Liaising with Faculties, Faculty Chairs, and Faculty Boards regarding regional College communications.
- Facilitating and coordinating support for wellbeing activities, education activities and events as required.
- Supporting all functions associated with Faculties including administering ACEM Faculty email accounts and other communications, coordinating meetings with internal and external partners to progress Faculty business, supporting Faculty events and other duties as required.
- Maintaining the record-keeping of Faculties and ensuring documentation is readily available.
- Working closely with Aotearoa New Zealand colleagues to provide support to the Aotearoa New Zealand Faculty as required.
- Demonstrate the ACEM Core Values within the Division, Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan are met to a high standard.
- Ensure any allocated deliverables outlined in the 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.
- Other responsibilities as delegated by Management within the scope of this position.

Key Skills, Qualifications and Attributes

Essential

- Demonstrated experience in an administrative role providing support to Boards and/or Committees, including the preparation of complex meeting schedules, agendas and minutes.
- Demonstrated skills in proof reading, editing and document management.
- High level of accuracy and attention to detail and an ability to handle confidential information.
- Well-developed written communication skills, including the ability to record accurate minutes and develop written summary reports and correspondence.
- Well-developed verbal communication skills and interpersonal skills with the ability to liaise, establish and maintain relationships with a wide variety of stakeholders, individuals, and groups.
- A high level of self-motivation, organisation and initiative, including the ability to undertake a diverse range of tasks without supervision or in a team environment to manage competing priorities and meet deadlines.
- High level proficiency with Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

Desirable

- Demonstrated understanding of the Australian and Aotearoa New Zealand health care system systems.
- Understanding of and/or experience in a comparable membership organisation, peak body, medical college or not-for-profit health organisation.
- Event, travel and accommodation coordination skills.

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	General Manager, Policy and Public Affairs
Supervision of	NIL
Internal Liaison	All ACEM employees Fellows and trainees of the College
Committee Liaison	Faculties, Faculty Boards, Faculty Chairs Meeting
External Liaison	Government Departments, other Colleges, organisations and institutions and various suppliers

Additional Information

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