



Position Title	General Manager, Assessment
Department	Education and Training
Date Reviewed	April 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 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 Education and Training Department has several areas of activity as follows:

### Governance and Compliance Division:

The purpose of the Governance and Compliance Division is to ensure the Education and Training Department reliably achieves its objectives, addresses uncertainty and acts with integrity in all matters pertaining to governance and regulation of College education and training activities.

- *Governance:* Responsible for governance matters pertaining to the Council of Education (COE), including provision of leadership to administrators of entities reporting to COE, reconsideration and review of decisions made by COE and its entities, and the liaison and collaboration with the ACEM Governance Division.
- *Compliance:* Responsible for the provision of leadership, advice, and support in the development, review and implementation of education and training regulations and policies, and monitoring of

and ensuring compliance with regulatory requirements as pertain to education and training activities.

- *Specialist International Medical Graduate*: Responsible for the development and administration of processes associated with the assessment of the qualifications and experience of specialist doctors trained overseas wishing to be recognised as specialists in emergency medicine in Australia and New Zealand

#### **Training and Accreditation Division:**

The role of the Training and Accreditation Division is to provide high quality, accessible, trusted and responsive products and services that enable outstanding trainee experiences.

- *Associateship Training Programs*: Responsible for the administration of the ACEM Associateship Training programs in Emergency Medicine and Pre-Hospital and Retrieval Medicine (PHRM) and the accreditation of PHRM training sites.
- *Specialist Training Program*: Responsible for the administration of the ACEM Specialist Training Program leading to Fellowship of ACEM and the Joint Paediatric Emergency Medicine Training Program leading to the Specialist title of Paediatric Emergency Medicine Specialist and the provision of support for trainees throughout their training.
- *Accreditation*: Responsible for the accreditation of training sites for the ACEM specialist training program, including special skills placements.

#### **Assessment Division:**

The role of the Assessment Division is to enable the measurement, judgement and confirmation of the standard of trainee performance and achievement, with a focus on robust data analysis, contemporary best practice, quality assurance and continuous improvement.

- *Trainee Progression and Research*: Responsible for the administration, management and quality assurance activities to support trainee progression review and assessment of trainees' research requirements.
- *Examinations Operations*: Responsible for the ongoing development, administration and quality assurance activities to support the conduct of ACEM Examinations.
- *Assessment Systems and Standards*: Responsible for the ongoing development and administration of standards underpinning the ACEM Examinations and the digital systems required to support them.

#### **Education Strategy and Development Division:**

The role of the Education Strategy and Development Division is to provide expert advice, exemplary project management services, creativity and strategic thinking to the development, implementation, monitoring and evaluation of engaging and innovative education and training offerings to trainees and members.

- *Education and Training Projects*: Responsible for the development and implementation of strategic education and training initiatives underpinned by sound evaluation and design principles, including educational and training standards and content, and facilitated by strong collaborative partnerships with stakeholders.
- *Education and Training Product Design and Development*: Responsible for design and development of education and training products, including the establishment and fostering of strategic partnerships.

### **Position Purpose**

The General Manager, Assessment role is responsible for providing leadership and expert advice in the implementation of standards, systems and quality assurance activities for assessment across ACEM's training programs. The focus is on ensuring the integrity, efficiency, and continuous improvement of assessment tools, processes and support resources, in alignment with ACEM goals

and industry best practices, to ensure assessment and trainee progression frameworks are positioned for growth and innovation.

## Key responsibilities

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

- The provision of oversight, leadership and expert advice on:
  - assessment standards, systems, policies and processes to uphold excellence and compliance in assessment-related practices across all of ACEM's training programs.
  - operational management of examination processes, including the development, delivery, and administration of practical and clinical assessments.
  - development and delivery of robust online examination systems, ensuring alignment with industry standards and future-focused enhancements.
  - psychometric analysis and results management, ensuring data-driven decision-making and maintaining the integrity and reliability of assessment outcomes,
  - matters related to trainee progression, ensuring transparent, efficient, and consistent decision making.
- Contribute to the development, planning and execution of education and training-related strategies, in close collaboration with the Executive Director, Education and Training.
- Prepare project plans, briefings, reports, correspondence and presentations for training and accreditation strategies, projects and initiatives.
- 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 General Manager, Assessment, the key capabilities include:

### Effective communication:

- Provide expert advice, present information and effectively express ideas through strong oral, written, verbal, non-verbal and visual communication.
- Customise communication for trainees, Fellows and other stakeholders involved in assessment, to ensure stakeholder needs are met and the desired outcomes are achieved.

### Stakeholder engagement and management:

- Build and manage relationships and effectively engage with trainees, examiners, assessors and members of assessment entities.

### 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.
- Identify opportunities for further research and information sharing across all areas of Education and Training.

### Decision making:

- Ability to gather analysed data and critically appraised information, and consider other perspectives, risks, implications, and relevant legal/regulatory frameworks to make informed, timely and objective decisions regarding assessment outcomes and trainee progress.
- Provide advice and recommendations as input to decision making to Executive Leadership.

### Problem-solving and advising:

- Identify problems and risks and assess the impact of these using logic, judgement and data.
- Evaluate alternatives and recommend solutions to resolve problems related to assessment practices and trainee progression.
- Articulate analysis and findings and make recommendations to Executive Leadership.

**Negotiation and influence:**

- Use knowledge, creativity, flexibility, diplomacy, and reliability in influencing and negotiation to gain support and cooperation from trainees, examiners, assessors and members of assessment entities.

**Managing performance:**

- Communicate expectations with Assessment teams to ensure delivery of operational and strategic outcomes.
- Monitor and evaluate performance of Managers against agreed upon goals.
- Track Assessment Division progress against business level objectives.
- Identify roles and individuals for targeted succession planning and career progression.

**Leadership and business acumen:**

- Effectively lead self and Assessment team members in achieving individual, team and ACEM-wide goals.
- Oversee the management of the Assessment Division budget and provide support to Assessment Managers using business and financial acumen.
- Provide input to the development of the Assessment Division budget.

**Change management:**

- Recognise the need for change and innovation in assessment practices and trainee progression matters and develop comprehensive change plans designed to deliver specific outcomes and value.
- Provide direction, communication, focus and advocacy during times of change in assessment and trainee progression.
- Positively contribute to the planning, implementation and monitoring of ACEM-wide change initiatives.

## **Organisation responsibilities**

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

- Promulgation and demonstration of 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**

- Tertiary qualification in an appropriate discipline (e.g., education), or extensive demonstrable relevant experience.
- Demonstrated experience in assessment design, including the review, evaluation, redesign, and implementation of assessment initiatives.
- Demonstrated experience in monitoring and evaluating adherence to regulatory standards.

## 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	Executive Director, Education & Training
Supervision of	Manager, Examination Operations Manager, Assessment Systems and Standards Coordinator, Trainee Progression and Research
Internal Liaison	All ACEM Employees Members and trainees of the College
Committee Liaison	Council of Education and associated ACEM entities
External Liaison	Consultants, hospital staff, other specialist Medical Colleges

## Additional Information

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