



Position Title	Accredited Training Networks, Project Officer
Department	Policy, Research and Partnerships
Date Reviewed	May 2024

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 Department of Policy, Research and Partnerships functions to enable 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, workforce planning and inclusion, regional engagement, partnerships 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 Sections, 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

Reporting to the Project Manager, Accredited Training Networks, this position will be responsible for supporting the delivery of a government funded project to establish and pilot two accredited rural and regional integrated emergency medicine training networks, that aim to increase and strengthen the quality of education and training opportunities for regional/rural based specialist medical trainees.

Key Responsibilities

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

- As part of the Project Delivery Team, coordinate the delivery of the Accredited Networks Pilot Project to ensure all deliverables are met as per approved timelines.
- Preparation, maintenance, and oversight of all project documentation and governance arrangements, including project plans, communication plans, risk reports, project status reports and project invoices as per the ACEM Project Management Framework.
- Coordinate meetings for the Accredited Networks Pilot Project Steering Group and Project Advisory Group, including preparation of agendas and supporting documentation; assisting committee members with travel and accommodation as needed, catering, and room bookings; briefing the Chair ahead of all meetings of allocated entities; taking and writing minutes, action items, and other record-keeping and correspondence tasks.
- Liaison with other College committees and staff, as required.
- Provision of support to the Project Manager, Accredited Training Networks, in the preparation of reports to the Department of Health and Aged Care and other external bodies as required.
- Ensure that any relevant project enquiries received or referred to internal and external stakeholders are resolved in a timely manner.
- Maintenance of records, files and archives in accordance with College guidelines.
- 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

- Relevant tertiary qualification in health, social science, policy or related discipline.
- Proven ability to coordinate a range of projects and initiatives, whilst working with colleagues and stakeholders to implement project plans and meet deliverables in accordance with stated timelines.
- Demonstrated experience in gathering and analysing information across multiple domains to formulate and effectively present analytical findings.
- Prior experience in supporting committees, working groups or steering groups, including the preparation of meeting schedules, agendas and minute-taking.

- Demonstrated experience in report and briefing development, proof reading, editing and document management, with an ability to review and draft complex written content without direction.
- High level proficiency with Microsoft Office package, including Word, Excel and Outlook.
- Ability to work autonomously, and to undertake a diverse range of tasks with minimal supervision as a team member in a high-volume work environment.
- Excellent written and verbal communication skills.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.

Desirable

- Experience liaising with and supporting high profile stakeholders and members.
- Experience or background in a membership organisation, medical college, or academic institution.

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	Project Manager, Accredited Training Networks
Supervision of	Nil
Internal Liaison	All ACEM Employees
Committee Liaison	ACEM Entities as required
External Liaison	Fellows and trainees of the College, Government Departments, other Colleges, organisations and institutions

Additional Information

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