



Position Title	General Manager, Health Equity in Emergency Care
Department	Policy, Research and Partnerships
Date Reviewed	September 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 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 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

The primary purpose of the role is to oversee the College's strategic work to address inequities in health outcomes for Aboriginal and Torres Strait Islander peoples and Māori, to improve the capacity of Low and Middle-Income Countries (LMICs) to deliver safe and effective emergency care, and to enact meaningful cultural change in the College and emergency departments. Engaging with members, trainees, and partners to drive evidence-based change, the role has both strategic and operational responsibilities, and incorporates leading and managing the Indigenous Health Unit, Global Emergency Care Unit, and the College's Equity and Inclusion portfolio.

Key Responsibilities

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

- Provision of leadership and management to achieve business objectives and ensure the effective operation of the Indigenous Health Unit, Global Emergency Care Unit, and equity and inclusion portfolio of work.
- Provide leadership for the development and implementation of projects and campaigns in support of ACEM's advocacy goals as they relate to Indigenous health, global emergency care, and equity and inclusion.
- Ensure the Health Equity in Emergency Care division provides analysis and advice to CAPP Committees, the Council of Education, and the ACEM Board as required, through written papers and direct member engagement.
- Where appropriate, represent ACEM at internal and external forums, seminars, roundtables, working groups and engagement activity events to consider policy issues and build beneficial relationships across the areas of Indigenous health, global emergency care, and diversity and inclusion.
- Preparation of budgets and oversight of expenditure for all cost centres related to areas of responsibility.
- Liaison with other College departments to ensure whole of organisation action plans and projects are implemented effectively.
- Promulgation and demonstration of the ACEM Core Values within the Department and across ACEM.
- Ensure any allocated deliverables outlined in the ACEM Business Plan, ACEM Reconciliation Action Plan and 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.
- Demonstration of leadership to develop and 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

- Tertiary qualifications, ideally post-graduate, in a discipline which skills are related to the responsibilities of this role, and/or equivalent relevant experience.
- An ability to understand the professional needs of College members and trainees, and inform and add value to these groups through a range of initiatives and programs.
- A proven ability to develop and implement strategic programmatic responses to priority health issues and advocate internally and externally to create sustainable change advocacy campaigns.
- A commitment to and understanding of the factors affecting cultural safety and equity of access and outcomes in relation to the provision of healthcare in Australia and Aotearoa New Zealand.

- A proven ability to lead a successful team to deliver high quality and customer-focused functions to both internal and external stakeholders.
- Experience working within a member-based organisation, preferably within Australia and/or Aotearoa New Zealand.
- High level and verbal written communication skills.
- Proven strong initiative, organisational and problem-solving skills, with the ability to work in a team environment and manage competing priorities to meet all deadlines.
- High level interpersonal skills to facilitate work with a wide range of individuals and groups.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.

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	Executive Director, Policy, Research and Partnerships
Supervision of	Manager, Indigenous Health Manager, Global Emergency Care Lead, Equity and Inclusion
Internal Liaison	ACEM Employees, Fellows and Trainees
Committee Liaison	Council of Advocacy, Practice and Partnerships (CAPP) and associated CAPP entities; Council of Education (CoE); ACEM Board and associated Board entities
External Liaison	Specialist Colleges Relevant regulatory, government, and non-government bodies as necessary

Additional Information

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