



Position Title	General Manager, Training and Accreditation
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 and accessible products and services that enable outstanding trainee experiences. Through strong and trusted relationships with trainees, their educators and training sites, the Training and Accreditation team provides thoughtful and responsive services through strong and trusted relationships with trainees, their educators and training sites.

- *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 provide innovative and accessible products and services, underpinned by contemporary best practice, that enable the measurement and confirmation of the standard of trainee performance and achievement. With a focus on quality assurance and continuous improvement, this division undertakes robust data analysis to inform judgements, decisions and ongoing trainee learning and development.

- *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 of ACEM.

- *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 Engagement and Partnerships*: Responsible for development and implementation of strategic engagement initiatives related to education and training, including the establishment and fostering of strategic partnerships.

## Position Purpose

The General Manager, Training and Accreditation role is responsible for providing leadership, oversight and expert advice in the administration and delivery of ACEM's Associateship and Specialist Training Programs and the accreditation of sites at which these programs are offered. The focus is on ensuring the integrity, efficiency and continuous improvement, in alignment with ACEM goals and industry best practices, to ensure ACEM's Training Programs 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:
  - administration and governance of ACEM's Training Programs and the accreditation of training sites, including development, evaluation, review and revision of standards, regulations, policies and processes, in close collaboration with relevant stakeholders.
  - development and implementation of administrative and operational initiatives to ensure the ACEM Training Programs' high standards of quality and effectiveness are upheld, in consultation with relevant stakeholders.
  - development and implementation of training and accreditation-related deliverables outlined in initiatives, projects and standards emanating from the ACEM Policy, Practice and Partnerships Department, in collaboration with relevant entities, staff and stakeholders.
  - development and delivery of workshops to progress training and accreditation-related projects and initiatives.
- Prepare project plans, briefings, reports, correspondence and presentations for training and accreditation strategies, projects and initiatives.
- Contribute to the development, planning and execution of education and training-related strategies, in close collaboration with the Executive Director, Education and Training.
- Other responsibilities as delegated by Management within the scope of this position.

## Key competencies

ACEM has a *Capability Framework* that describes the technical and non-technical capabilities expected to be executed. For the role of General Manager, Training and Accreditation, 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, to ensure stakeholder needs are met and the desired outcomes are achieved.

### Stakeholder engagement and management:

- Build and manage relationships and effectively engage with stakeholders.

### Data gathering and analysis:

- Ability to identify, gather and analyse data to inform decision making at operational and strategic level.
- Identify opportunities for further research and information sharing across all areas of Education and Training.

### Decision making:

- Ability to gather information and consider other perspectives, risks, implications, and any relevant legal/regulatory frameworks to make informed and objective decisions.

- Provide advice and recommendations as input to decision making to Executive Leadership.

#### **Problem-solving and advising:**

- Ability to identify problems and use logic, judgement and data to evaluate alternatives and recommend solutions to resolve the problem.

#### **Negotiation and influence:**

- Ability to use creativity, flexibility, diplomacy, and reliability in influencing and negotiation to gain support and cooperation from internal and external stakeholders.

#### **Managing performance:**

- Ability to communicate expectations and monitor and evaluate performance against agreed upon goals and objectives.

#### **Leadership and business acumen:**

- Ability to effectively lead self and others in achieving individual, team and organisational goals.
- Ability to continuously develop and demonstrate business and financial acumen.

#### **Change management:**

- Ability to recognise the need for change and positively contribute to the planning, implementation and monitoring of organisational 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 training and accreditation administration, including the review, evaluation, redesign, and implementation of related 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, Training Services Manager, Accreditation Lead, Trainee Liaison and Support
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.