



Position Title	Lead, Education Standards and Partnerships
Department	Education and Training
Capability Framework Level	Level 2 - Inspiring
Date Reviewed	August 2026

Incumbent Name	VACANT
Signature	

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 Lead, Education Standards and Partnerships, coordinates all aspects of various education and training projects within the Education Development Unit, particularly those emanating from the ACEM Policy, Practice and Partnerships department.

Key Responsibilities

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

- Coordination of the development and implementation of education-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.
- Plan, draft, review and implement education policies, processes and documentation in close collaboration with the relevant senior and executive College staff and entities.
- Prepare draft documentation, supported by strong data and information evaluation and analysis, and underpinned by an understanding of complex stakeholder and organisational needs, to raise matters for the consideration and approval of relevant entities and/or the Council of Education.
- Contribute to the preparation of Education Development and other education-related project plans, briefings, reports, correspondence and presentations for the Unit.
- Scheduling, organising and in-session provision of governance advice and/or other information (as appropriate) with respect to meetings, briefings and presentations for the Education Strategy and Development Working Groups and other allocated entities.
- In collaboration with the relevant stakeholders, develop and distribute agendas, reports, correspondence and supporting papers for the Education Strategy and Development Working Groups and other allocated entities.
- Production of minutes and action items for Education Strategy and Development Working Groups and other allocated entities and the following up of all action items as appropriate.
- Coordinate online and face-to-face workshops including advertising, registration and follow up.
- Liaison with internal and/or external suppliers where required to support Education Strategy and Development activities.
- Liaise with the Communications and Media team to implement communications strategies associated with Education Strategy and Development activities.
- Conduct background research to inform the development of Education Strategy and Development activities, including but not limited to workforce matters, online modules, proposals and programs.
- Provide support to the General Manager, Education and Training Strategy and Development where required.
- Maintenance of records, documents, files and archives in accordance with College policies and guidelines.
- Assistance with the review and continuous improvement of process and records management in order to support the effective and efficient delivery of policies and other governance documents.
- Other responsibilities as delegated by Management within the scope of this position.

Key Skills, Qualifications and Attributes

Essential

- Tertiary qualification in health, education or a related discipline.
- Strong experience providing a range of administrative support services, with an emphasis on experience in education.
- Highly developed written communication skills, including the ability to prepare and edit correspondence, communications, presentations, reports and other documents to a high standard and with attention to detail.
- Experience in committee or project reference group administration including scheduling, minute taking, drafting agendas and compiling action lists.
- Excellent interpersonal skills demonstrating confidentiality, reliability, and experience dealing with a wide range of stakeholders at different levels.
- Highly developed Information and Communication Technology skills, with strong proficiency in Microsoft Office applications, including Excel, Outlook, Microsoft Teams and Zoom.
- Excellent planning, time management and organisational skills including the ability to work in a flexible and evolving environment across multiple projects and manage conflicting timeframes.
- Ability to initiate effective procedures and documentation.
- Strong initiative and self-motivation and the ability to work effectively collaboratively and autonomously.
- Proven capacity to prioritise tasks, be strategic, exercise judgment and solve problems independently or seek further input as required.
- A knowledge of and interest in medical education, with a positive attitude towards developing further skills in an educational setting.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.

Desirable

- Knowledge of project management methodology.

Key Capabilities

ACEM has a Capability Framework that describes the technical and non-technical capabilities expected to be executed. For the role of Lead, Education Standards and Partnerships, the key capabilities include:

Effective communication:

- Able to communicate clearly and effectively in different forums and with a range of stakeholders and colleagues.
- Drafts and self-reviews complex/detailed correspondence and content.
- Identifies and understands intended audiences.
- Identifies most appropriate and effective method of communication (e.g. presentations, emails/newsletters, social channels) based on message and audience.
- Provides opportunities for collaboration to ensure decision making, communication and messaging incorporates diverse views and perspectives.

Stakeholder engagement and management:

- Builds and maintains positive relationships with internal/external stakeholders.
- Takes responsibility for overseeing and resolving complex queries from internal/external stakeholders.
- Provides regular status updates to internal/external stakeholders.
- Follows up with internal/external stakeholders to ensure issues are resolved.

- Proactively shares information gained from stakeholder engagement to help resolve issues and improve internal processes.

Decision making:

- Able to identify a task/issue and break down into decisions needing to be made.
- Able to identify what additional information is needed and how to source that information.
- Able to research alternative options; explores and analyses benefits and implications.
- Makes recommendations where there are multiple options to consider.

Problem solving and advising:

- Able to proactively and independently solve low to medium-risk problems.
- Able to apply previous learnings when faced with new situations.
- Seeks opinion/guidance from others for more difficult problems.
- Identifies higher risk problems; develops potential recommendations and refers upwards.

Negotiation and influence:

- Negotiates relevant matters presented by internal and/or external stakeholders.
- Identifies where support/cooperation is needed from internal and/or external stakeholders.
- Demonstrates ability to influence others when appropriate.
- Able to negotiate to gain consensus.

Data gathering and analysis:

- Gathers and analyses relevant data across multiple domains.
- Identifies and evaluates sources of information to inform and progress work.
- Shares findings with relevant internal stakeholders.
- Seeks additional resources when gaps and inconsistencies or variances in data are found.

Managing performance:

- Provides supervision and coaching to direct reports.
- Provides positive and constructive feedback to direct reports, peers and colleagues.
- Provides informal mentoring to peers, colleagues.
- Fosters a positive workplace culture through role modelling organisational values and recognising positive behaviours in others.

Leadership and business acumen:

- Works collaboratively within own department/team.
- Identifies operational matters requiring financial consideration to inform budget preparation.

Change management:

- Encourages a culture of improvement through identifying potential opportunities for change in area of expertise/domain.
- Implements change plans.
- Provides subject matter expertise at key stages from change concept to delivery.
- Supports change management process through positive communication and proactively addressing issues.
- Able to articulate benefits of change and link to operational/strategic objectives.

Organisation Responsibilities

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

- 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.

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	General Manager, Education and Training Strategy and Development
Supervision of	Nil
Internal Liaison	All ACEM Employees Members and trainees of the College
Committee Liaison	Education Development Working Groups and associated ACEM Committees
External Liaison	Consultants, Hospital Employees, Other specialist Medical Colleges

Additional Information

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