



Position Title	Manager, Indigenous Health
Department	Policy, Research and Partnerships
Date Reviewed	May 2022

Incumbent Name		
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, regional engagement, partnerships and associated strategic project initiatives. The Department enables a coordinated advocacy effort 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 New Zealand Faculties and ACEM 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 New Zealand.

Position Purpose

The purpose of this role is to lead the coordination and implementation of work within the Indigenous Health Unit.

The Indigenous Health Unit:

- Provides secretariat and project support for ACEM's Indigenous Health Committee
- Oversees the implementation of ACEM's Reconciliation Action Plan (RAP) and provides support to the RAP Steering Group
- Oversees the implementation of ACEM's Te Rautaki Manaaki Mana (Manaaki Mana Strategy) and provides support to the Manaaki Mana Roopu (Steering Group)
- Provides support in the coordination of other Indigenous health-related projects.

Reporting to the General Manager, Policy and Partnerships, this position will be responsible for implementing the work of the Indigenous Health Committee (IHC), ACEM's Reconciliation Action Plan (RAP) and driving ACEM's commitment to achieving health equity for Aboriginal, Torres Strait Islander and Māori patients. This role is also responsible for managing the Project Lead, Indigenous Health.

Key Responsibilities

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

- Ensure effective implementation of the work of the Indigenous Health Committee, RAP Steering Group and Manaaki Mana Roopu, including meeting coordination, agenda preparation, minute taking, progressing meeting actions and promulgation of reports of activity of the entities.
- Manage the Project Lead, Indigenous Health (based in the Wellington Office).
- Work collaboratively with other ACEM staff, Committees, members and key external stakeholders to progress actions from the Indigenous Health Committee, RAP and Te Rautaki Manaaki Mana.
- Oversight, monitoring, and reporting of all actions within the RAP to both internal and external stakeholders.
- Oversight, monitoring, and reporting of all actions within the Te Rautaki Manaaki Mana to relevant stakeholders.
- Coordinate with the ACEM Policy Unit to develop policy and guidelines as per Indigenous Health Committee, RAP and Manaaki Mana deliverables.
- Initiate the development of any future ACEM Reconciliation Action Plans and future Māori Health Equity strategies.
- Provide leadership in promoting and embedding cultural safety throughout ACEM as an organisation, its membership and the broader practice of emergency medicine.
- Project management of other Indigenous health-related projects as identified through the development of ACEM's 2022-2024 Strategic Plan.
- Contribute to other projects as relevant within the Policy, Research and Partnerships Department as identified in ACEM's 2019-2024 Strategic Plan.
- 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 are met to a high standard.

- Ensure any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard.
- Ensure any allocated deliverables outlined in 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.
- Other responsibilities as delegated by Management within the scope of this position.

Key Skills, Qualifications and Attributes

Essential

- Relevant tertiary qualification in health, social science, policy or related discipline.
- Significant experience in project management within health, public health, policy, or other relevant area.
- Demonstrated understanding of the Australian and Aotearoa New Zealand health care systems, particularly as they pertain to Aboriginal and Torres Strait Islander Peoples and Māori.
- Demonstrated experience in effective engagement with Aboriginal and Torres Strait Islander peoples and/or Māori communities and/or organisations.
- Excellent planning, time management and organisational skills, including demonstrated project management experience.
- Excellent written communication skills, including the ability to write policies, reports, guidelines and process documents.
- Content analysis and synthesis that draws on published research from a range of disciplines (clinical sciences, health economics etc.), to inform policy and advocacy activities.
- Demonstrated high-level consultation skills, including the ability to identify and liaise with relevant internal and external stakeholders to inform organisational outcomes.
- Strong initiative and self-motivation, the ability to work effectively in a team, as well as autonomously.
- Proven ability to work in a flexible and evolving environment and coordinate competing activities to achieve organisational outcomes.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.

Desirable

- Experience in developing and supporting organisational and individual cultural competency as it pertains to Māori and/or Aboriginal and Torres Strait Islander peoples.
- Previous exposure to Reconciliation Action Plans and their implementation.
- Experience in managing high performing teams.
- Understanding of and/or experience in membership/not for profit medical organisations.

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	General Manager, Research and Partnerships
Supervision of	Project Lead, Indigenous Health
Internal Liaison	All ACEM Employees Members and trainees of the College
Committee Liaison	RAP Steering Group, Indigenous Health Committee, Manaaki Mana Steering Group
External Liaison	Fellows and trainees of ACEM, Hospital staff, ACEM community representatives, other specialist medical Colleges as required, key partner organisations identified in ACEM's RAP and Te Rautaki Manaaki Mana

Additional Information

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