



Position Title	Events Lead
Department	Membership Development and Promotion
Date Reviewed	March 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 Department of Membership Development and Promotion is responsible for the provision of services, initiatives, resources and programs to further develop and increase the College's membership and to enhance member value, experience and engagement through curated content, events, services and support. The Department's strategic mandate is member value and growth and comprises the units of Communications and Branding, Membership and Culture and Events and Sponsorship who, by working with members and across college environments, enable and promote a sustainable member value proposition to support the member journey and experience.

The Department is responsible for driving:

- Leadership in the development of ACEM's membership value proposition and brand strategies that optimise ACEM's value across College environments.
- Leadership in the implementation of new business opportunities consistent with financially sustainable practices that progress member value, align with standards and advocacy and support lifelong learning.
- Membership communications, events, support and services, acknowledging the diversity and ever evolving needs of current and potential ACEM Members
- Digital developments that deliver value and builds on College credibility and sophistication, using insight data and multichannel tools across the membership.

Position Purpose

The primary purpose of the role is to lead and manage the planning, coordination and delivery of College events, meetings, and sponsorship across all of the jurisdictions the College operates within to support College initiatives outlined in the Strategic and Business plan.

Key Responsibilities

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

- Manage the end-to-end delivery of key College events, including but not limited to:
 - Annual Scientific Meeting (ASM) – delivered in collaboration with an Event Lead;
 - Biennial Winter Symposium or equivalent biennial event, for example Regional, Rural and Remote Symposium;
 - ACEM College Ceremony;
 - Webinars and online events, as required; and
 - Educational products and networking events, as required.
- Provide oversight and support to the Event Coordinator by delegating tasks effectively, monitoring progress, and ensuring timely completion. Support the Event Coordinator in achieving seamless end-to-end delivery.
- Ensure all events are executed to a high standard, following best practices to achieve efficiency and excellence.
- Scope of event delivery services including:
 - Administrative support to Event Working Groups;
 - Administrative support relating to registration, abstract submissions and sponsorship deliverables;
 - Contract management and negotiation with external suppliers, including oversight of venues, accommodation and audio-visual providers); and
 - College committee liaison and internal collaboration with other ACEM employees (coordination of attendance, accommodation etc).
- Support to ACEM Event Steering Group when required.
- Develop strong systems, policies and processes to ensure compliance and best practice in brand, reputation and events management.
- Liaison and collaboration with other College departments to ensure the requirements that overlap with areas of direct responsibility, are able to be met.
- Other responsibilities as delegated by Management within the scope of this position.

Organisational Responsibilities

- Promulgation and demonstration of 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.
- Demonstration of leadership to develop and maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.

Key Skills, Qualifications and Attributes

Essential

- Tertiary qualifications in Events Management (or related discipline) or demonstrated work experience.
- Demonstrated ability to problem solve, adapt and respond effectively and professionally under pressure.
- Proven Professional Conference Organiser (PCO) experience.
- Proven experience leading, managing, motivating and developing a team.
- Proven high level Events Management experience including financial and risk management.
- High level of experience with EventsAir.
- Specific experience in scientific and medical conferences and events.
- Experience delivering online events/webinars.
- Ability to prioritise and coordinate multiple events concurrently, work under pressure to meet timelines and work autonomously and/or as part of a team where necessary.
- Internal and external stakeholder engagement and high-level organisational skills.
- Well-developed verbal communication and stakeholder engagement skills, including the ability to interact effectively with a range of stakeholders in the production and delivery of services.
- Proven high level written analytic and financial skills with good attention to detail.
- Demonstrated interpersonal skills, including ability to collaborate and consult with all stakeholders to achieve timely outcomes.
- Extensive experience with MS Office computer software applications with advanced MS Excel and advanced MS Access skills.
- Commitment to the principles of equal opportunity, workplace diversity 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	Manager, Events and Conferences
Internal Liaison	Event Working Groups ACEM Employees ACEM Fellows and Trainees

Committee Liaison	Event Working Groups ACEM Events Steering Group Council of Advocacy, Practice and Partnerships (CAPP) Council of Education (COE)
External Liaison	External contractors, suppliers, exhibitors Conference venue management and employees

Additional Information

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