



Position Title	Research and Evaluation Officer
Department	Policy, Research and Partnerships
Capability Framework Level	Level 1 - Performing
Date Reviewed	March 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 Department of Policy, Research and Partnerships functions to enable the College to respond more effectively 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 Research and Evaluation Officer is to coordinate research and evaluation projects, including detailed planning, implementation, analysis and reporting of projects relating to the practice of Emergency Medicine.

Key Responsibilities

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

- End-to-end research and evaluation project management, including the planning, implementation and coordination of project milestones and deliverables.
- Coordinate and administer quantitative and qualitative data collection and analysis activities.
- Preparation of reports, research papers and working papers for projects and other documentation as required.
- Liaison with relevant stakeholders including ACEM employees involved in the management and administration of programs, College members and committees, Emergency Department employees, and consumer groups.
- Other responsibilities as delegated by Management within the scope of this position.

Key Skills, Qualifications and Attributes

Essential

- Tertiary qualification/s in Health Science, Social Science, Public Health or a related research-focused discipline, with a Master's degree considered highly desirable.
- Demonstrated capabilities in conducting evaluation projects, including project design, data collection, analysis and the interpretation of data.
- Strong research and analytical skills, with high level quantitative and qualitative data analysis skills.
- Proficient with quantitative and qualitative statistical and database programs (e.g., SPSS, SAS, STATA).
- Extensive experience with MS Office computer software applications with advanced Microsoft Excel and MS SQL Server skills.
- Ability to conduct literature reviews to a high standard including search, collation, and summarising skills.
- Highly developed oral and written communication skills and the ability to present data in an engaging form to any audience.
- Strong initiative and self-motivation and the ability to work effectively independently as well as part of a team.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.

Desirable

- Experience with producing project outcomes to develop recommendations for action.
- Experience with data visualisation software (e.g., Tableau, Microsoft Power BI).

- Understanding of and/or experience in membership or not for profit medical organisations.
- Knowledge of the Australian and New Zealand health care system structures.

Key Capabilities

ACEM has a Capability Framework that describes the technical and non-technical capabilities expected to be executed. For the role of Research and Evaluation Officer, the key capabilities include:

Effective communication:

- Expresses thoughts and ideas clearly and concisely (verbally and in writing).
- Drafts correspondence and content independently.
- Ensures communication is aligned to workplace standards and policies.
- Shares information in a timely, logical and consistent manner

Stakeholder engagement and management:

- Provides expertise and support to internal/external stakeholders.
- Receives and manages stakeholder requests using established policies and procedures.
- Identifies which issues can be resolved and which issues need to be referred elsewhere.
- Sets clear expectations with stakeholders about what support can be provided.
- Prioritises issues according to internal/external stakeholders needs and urgency of issue.
- Keeps track of issues that have been escalated elsewhere to ensure they are being actioned.

Decision making:

- Able to approach a task/issue and identify decisions that need to be made.
- Applies established process and criteria for making decisions.
- Recognises when to consult with a more experienced team member.
- Able to make straight forward decisions in a timely manner.

Problem solving and advising:

- Able to apply problem solving processes to resolve low risk problems.
- Identifies and collects relevant data and information.
- Asks thoughtful and relevant questions to understand problems and potential causes.

Negotiation and influence:

- Remains calm when dealing with issues raised by internal/external stakeholders.
- Able to communicate clearly and with authority in an effort to negotiate and resolve lower risk matters/issues.

Data gathering and analysis:

- Gathers and analyses data relevant to domain/area of expertise.
- Understands data gathered and why it's being used.
- Identifies relevant trends in data.
- Identifies issues, problems or opportunities and determines if action is needed.
- Able to clearly organise and present analysis and findings.

Managing performance:

- Sets stretch goals and objectives.
- Provides feedback to supervisors, peers and colleagues.
- Fosters a positive workplace culture through role modelling organisational values.

Leadership and business acumen:

- Takes ownership and responsibility for own productivity, learning and development.
- Shows initiative in developing and applying relevant business acumen.

Change management:

- Provides options, ideas and feedback to support adoption of change within domain area.
- Demonstrates openness and willingness to adopt new ideas and change.
- Encourages others to understand and value change.

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	Manager, Research and Evaluation
Supervision of	Nil
Internal Liaison	All ACEM Employees Members and trainees of the College
Committee Liaison	Committees involved in overseeing, review and/or implementation of ACEMs programs and projects
External Liaison	Members of ACEM, other emergency department employees, consumer groups, other regulatory and medical bodies

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.