1. Australasian College for Emergency Medicine

The Australasian College for Emergency Medicine (ACEM) is an educational institution whose prime objective is the training and assessment of specialist emergency physicians and non-specialist doctors for Australia and New Zealand and the Continuing Professional Development of the Fellows.

The core values by which ACEM staff hold themselves and others accountable in the workplace are:

- Respect
- Accountability
- Collaboration
- Integrity

2. Department Overview

The Education and Training Department is responsible for the Education and Training function of the College.

The Training and Accreditation Division has three strands of activity arranged into units as follows:

- **Training**: Responsible for the administration of the ACEM Specialist Training Program leading to Fellowship of ACEM, and ACEM Non-specialist Training Program leading to the Emergency Medicine Certificate and Diploma. Trainee advocacy to provide support for trainees throughout their training program.
- **Accreditation**: Responsible for the accreditation of emergency departments.
- **Workplace-based Assessment (WBA)**: Responsible for the ongoing development and administration of the workplace-based assessment suite, and the progression and remediation pathways for the ACEM specialist pathway.
3. Position Purpose

The primary purpose of the role is to coordinate and administer the new Selection into Training process, including liaising with the software developer in the implementation phase and for future developments, being the main point of contact for the Selection into Training sub-committee and develop associated processes and systems. The position also works closely with the Training Manager to assist in developing and facilitating improvements of other Training Systems, processes and their maintenance to ensuring quality and compliance. In addition the position also coordinates the administration of Credit and RPL applications and is the main administrator for the Paediatric Emergency Medicine training program.

4. Key Responsibilities

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

- Coordination and administration of the ACEM Selection into Training function, including; the implementation and maintenance of the associated IT systems, liaison with the software developer, process development and review, application management and the main contact for the Selection into Training sub-committee including preparation of reports and outcomes.
- Working with the Training Manager, collaborate with coordinators across the Training function and IT department to refine, develop, improve and implement systems and processes to improve the trainee and stakeholder experience, monitor compliance and streamline reporting
- Coordinate the credit/RPL application process, prepare applications & briefing notes for committee review
- Coordinate the administration of the Joint Paediatric Emergency Medicine Training Program for FACEM trainees and Fellows pursuing dual Fellowship, including liaison with the Joint Training Committee and ACEM Education staff.
- Contribute to the development and updating of Training Program Policies, procedures, website, FACEM Training handbook and other training related communication media
- Demonstrate the ACEM values within the Unit, Department and across the college.
- Ensure any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard.
- Ensure the quality recording of all processes relevant to role and responsibilities in the Promapp system
- Other responsibilities as delegated by Management within the scope of this position.

5. Workplace Health and Safety Responsibilities

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.
6. Selection Criteria

**Essential:**
- Graduate level qualification or equivalent workplace experience.
- Highly developed administrative skills in a regulatory/compliance environment.
- Extensive experience working with databases including a knowledge of how they operate beyond the data entry function.
- Minimum Intermediate Excel skills, particularly the ability to manipulate data and provide reports for stakeholders.
- Experience in managing end to end administrative functions.
- Demonstrated process improvement skills including the ability to identify gaps, develop solutions, produce documentation and implement changes.
- Accuracy and attention to detail with ability to commit to a high quality service oriented workplace culture.
- Committee management skills, including preparation of agendas, minutes and meetings.
- Ability to work unsupervised on tasks in accordance with role and team objectives, timelines and priorities.
- Well-developed oral communication skills and the ability to interact and negotiate effectively with a range of stakeholders including senior clinical staff, emergency medicine trainees, IT and administrative colleagues.
- Well-developed written communication skills including the development of policies, procedures, briefing notes, website, newsletter content and other communications.
- Good initiative, team-work, self-motivation and the ability to work effectively without direct supervision.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

**Desirable**
- Experience in liaising and negotiating with IT departments.
- Experience in the field of education, preferably in medical education.

7. Organisational Relationships

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Training Manager</th>
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<tbody>
<tr>
<td>Supervision:</td>
<td>Nil</td>
</tr>
<tr>
<td>Internal Liaison:</td>
<td>Training and Assessment Team, ACEM IT staff and other ACEM staff</td>
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<tr>
<td>Committee Liaison:</td>
<td>Joint PEM Training Committee, Selection into Training subcommittee and other Council of Education committees as required</td>
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<tr>
<td>External Liaison:</td>
<td>RACP and other colleges and equivalent training organisations, Software developer</td>
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8. Other

- The position may involve work outside normal business hours, e.g. occasional evening teleconferences and work required to meet critical deadlines.
- Interstate and New Zealand travel may be required for this role.