



Position Title	Manager, Policy and Advocacy
Department	Policy, Research and Partnerships
Date Reviewed	April 2021

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 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 Fellows 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 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 New Zealand Faculties and 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 New Zealand.

Position Purpose

Reporting to the General Manager, Policy and Regional Engagement, the primary purpose of this role is to lead the development, dissemination and implementation of policy and projects related to the practice of emergency medicine and associated health issues and systems in Australia and New Zealand, in line with the strategic direction and business plans of ACEM.

Key Responsibilities

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

- Management and leadership of the Policy and Advocacy Unit, including supporting and developing team members and conducting annual and, where appropriate, biannual performance reviews.
- Develop and implement campaigns in support of ACEM's advocacy goals.
- Lead and participate in policy development, implementation and promotion on a range of issues related to the strategic interests of ACEM, providing timely expert policy and project advice to the Council of Advocacy, Practice and Partnerships (CAPP) and its committees, subcommittees and working groups.
- Monitor policy development to remain well informed and identify current evidence-based literature in the health portfolio within Australia and New Zealand to participate in the provision of rapid responses to health issues as they arise.
- Lead and participate in the preparation of submissions, reports, briefing notes, presentations and other documents in response to government and other stakeholder consultations, inquiries and initiatives.
- Collaborate with employees within the Divisions of *Research and Partnerships* and *Policy and Regional Engagement* to build policy and advocacy support to state, territory and the New Zealand Faculties of ACEM.
- Where appropriate, represent ACEM at internal and external forums, seminars, roundtables, working groups and engagement activity events to consider policy issues and build beneficial relationships.
- Lead the development of policy and research projects to meet organisational objectives.
- Provide advice to the *General Manager, Policy and Regional Engagement*, the *General Manager, Research and Partnerships*, the *Executive Director, Policy, Research and Partnerships* and the CEO on health policy and related issues.
- Contribute to securing funding opportunities for policy projects and activities, in line with ACEM strategic objectives.
- Demonstrate the ACEM Core Values within the Unit, 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 the 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.
- Strive to 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

- Demonstrated experience in managing a small team, with an ability to lead and work in a team with a flexible approach to sharing tasks and working cooperatively.
- Demonstrated health policy experience with relevant tertiary qualifications in health or related disciplines.
- Excellent analytical skills and the ability to prepare policy and position statements, policy briefs and background analyses based on critical appraisal of information and published research from a diverse range of sources.
- Excellent interpersonal and communication skills and ability to work effectively across a broad range of internal and external stakeholders.
- Demonstrated excellence in a broad range of written communications.
- Knowledge of the Australian and New Zealand government and health system structures.
- Able to proactively initiate activities and prioritise and manage multiple deadlines in the context of a small team environment.
- Highly computer literate in Microsoft packages.
- High level verbal communication skills.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

Desirable

- Tertiary qualifications in public policy or public health.
- Quantitative and/or qualitative analysis skills.
- Ability to produce documentation to a peer-review publication level.
- Knowledge of and development of policies within health sector.
- Knowledge of legislative and political processes.
- 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, Policy and Regional Engagement
Supervision of	Policy Officers
Internal Liaison	ACEM Research Unit ACEM Faculties team ACEM Fellows and Trainees ACEM Employees and Senior Management
Committee Liaison	Council of Advocacy, Practice and Partnerships (CAPP) ACEM Committee Administrators Standards and associated sub-committees
External Liaison	Health Professionals Government and Non-Government Organisations

Additional Information

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