



Position Title	Education Development Administration Officer
Department	Education and Training
Date Reviewed	April 2021

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 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 Education and Training Department has a number of strands of activity arranged into units, each of which is led by a General Manager who reports to the Executive Director, as follows:

Training

- *Training:* Responsible for the administration of the ACEM Specialist Training Program leading to Fellowship of ACEM and the Joint Paediatric Emergency Medicine Training Program leading to the Specialist title of Paediatric Emergency Medicine Specialist. Trainee advocacy to provide support for trainees throughout their training program and management of the Trainee Research Requirement.

- *Diploma and Certificate Training Programs*: Responsible for training and assessment leading to the Emergency Medicine Certificate (EMC) and Diploma (EMD). Trainee advocacy to provide support for trainees throughout their training program.
- *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 and paediatric emergency medicine pathway.

Assessment and Professional Recertification

- *Examinations*: Responsible for the ongoing development and administration of activities to support the conduct of the ACEM Primary and Fellowship Examinations
- *Specialist International Medical Graduate*: Responsible for the development and administration of processes associated with the assessment of the qualifications and experience of specialist doctors trained overseas wishing to be recognised as specialists in emergency medicine in Australia and New Zealand.

Accreditation, Continuing Professional Development and National Program

- *Accreditation*: Responsible for the accreditation of emergency departments to conduct training for ACEM training programs.
- *Continuing Professional Development*: Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.
- *National Program*: Responsible for all aspects of the conduct of Commonwealth Department of Health funded programs, including the Emergency Medicine Education and Training Program (EMET), the Specialist Training Program-Independent Rural Training Program (STP-IRTP) and other constituent programs.

Education Program Development

- *Educational Development*: Responsible for the review & evaluation, redesign and implementation of revised curriculum initiatives, including specific activities undertaken by ACEM as discrete educational projects.
- *Education Resources*: Responsible for the coordination and development of online education and training resources.

Position Purpose

The Education Project Officer effectively delivers high quality project and administrative support to assist in the development and delivery of various education and training projects within the Education Development Unit.

Key Responsibilities

Working closely with Management and other members of the Education Development Unit, the key responsibilities of the role shall include, but not be limited to:

- Working closely with the education development working groups, and other key staff, to support the delivery of relevant education outputs, including education and training related documents, workshops and initiatives.
- Organise, schedule and set-up meetings, briefings and presentations as necessary, including the preparation of materials and equipment.
- Contribute to the preparation of education development project plans, briefings, reports, correspondence and presentations for the unit.
- Compiling, editing, reviewing and distributing any agendas, reports, communication, minutes and working papers.
- Coordinate online and face to face workshops including advertising, registration and follow up.

- Document processes, assist with development of new processes and ensure the quality recording of all processes relevant to role and responsibilities in the Promapp system as required.
- Liaison with internal and/or external suppliers where required to support education development activities.
- Liaise with the ACEM Communications team to implement communications strategies associated with education development activities.
- Conduct background research to inform education development activities.
- Provide support to the Education and Training Administrator where required.
- 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 Te Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- 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

- Strong experience providing a range of administrative support services, with an emphasis on experience in education.
- Highly developed written communication skills, including the ability to prepare and edit correspondence, communications, presentations, reports and other documents to a high standard and with attention to detail.
- Experience in committee or project reference group administration including scheduling, minute taking, drafting agendas and compiling action lists.
- Excellent interpersonal skills demonstrating confidentiality, reliability, and experience dealing with a wide range of stakeholders at different levels.
- Highly developed Information and Communication Technology skills, with high proficiency in Microsoft Office applications, including Excel, Outlook, Microsoft Teams and Zoom.
- Excellent planning, time management and organisational skills including the ability to work in a flexible and evolving environment across multiple projects and manage conflicting timeframes.
- Ability to initiate effective procedures and documentation.
- Strong initiative and self-motivation and the ability to work effectively collaboratively and autonomously.
- Proven capacity to prioritise tasks, be strategic, exercise judgment and solve problems independently or seek further input as required.
- A knowledge of and interest in medical education, with a positive attitude towards developing further skills in an educational setting.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

Desirable

- Knowledge of project management methodology.
- Undergraduate degree in health, education or related discipline.

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	Education Projects Lead
Supervision of	Nil
Internal Liaison	ACEM Education Development Unit Employees Other ACEM Employees as required
Committee Liaison	Education Development Working Groups and associated ACEM Committees
External Liaison	Consultants, Hospital Employees, Other specialist Medical Colleges

Additional Information

- May involve work outside normal business hours to meet business objectives, e.g. occasional evening teleconferences and work required to meet critical deadlines.
- Interstate and/or overseas travel may be required.