



Position Title	Research and Evaluation Officer
Department	Policy, Research and Partnerships
Date Reviewed	July 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 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

The primary purpose of the Research and Evaluation Officer is to coordinate evaluation projects, including detailed planning, implementation, analysis and reporting of projects within the specified time, resource and scope constraints. This position will also support other research activities undertaken by the Unit including data collection, analysis, and reporting for 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.
- Development of research and evaluation tools, frameworks or strategies to support projects.
- Coordinate and administer quantitative and qualitative data collection and analysis activities.
- Management and analysis of large-scale datasets and interrogating health service data extracts.
- 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.
- 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 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 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

- Tertiary qualification/s in Social Science, Health Science, Public Health or a related discipline.
- 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, NVIVO).
- 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.
- Proven ability to build strong relationships with stakeholders to achieve project objectives.

- Strong initiative and self-motivation and the ability to work effectively independently as well as part of a team.
- Highly developed oral and written communication skills and the ability to present data in an engaging form to any audience.
- Demonstrated ability to deliver research and evaluation projects on time and within budget.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

Desirable

- Experience with producing project outcomes to develop recommendations for action.
- Experience and/or knowledge of health workforce data modelling.
- 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.

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	Research Manager
Supervision of	Nil
Internal Liaison	Executive Director, Policy, Research and Partnerships Research Unit ACEM Employees
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 may be required.