



Position Title	Assessment Officer
Department	Education
Date Reviewed	September 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 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 Education Department has several strands of activity arranged into Units, each of which is led by a General Manager or Manager, who reports to the Executive Director, as follows:

Education Assessment

- *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.

Continuing Professional Development

- *Continuing Professional Development:* Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.

Education Development

- *Education Development:* Responsible for the review & evaluation, redesign, and implementation of revised curriculum initiatives, including specific activities undertaken by ACEM as discrete educational projects.

Educational Resources

- *Educational Resources:* Responsible for the coordination and development of online education and training resources and delivery of online examinations.

Position Purpose

The primary purpose of the role is to develop and administer the ACEM examinations across the training program. The examinations consist of practical, written and online examinations.

Key Responsibilities

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

- Administering and delivering the examination processes of the College, including coordinating written and practical examinations, examination committees and examiner training activities.
- Managing and responding to stakeholder queries relating to the examination process and provide clear, courteous and accurate information.
- Liaising and collaborating with stakeholders involved in the examination process including, trainees, Fellows of the College, examiners, local organisers, invigilators and suppliers to facilitate the delivery of College examinations.
- Work collaboratively and cooperatively with other teams, managers and employees to meet the objectives of the organisational and team, and to ensure the appropriate exchange of information.
- Exercise decision-making and discretion in managing sensitive and confidential information.
- 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 or equivalent relevant workplace experience.
- Highly developed administrative skills and strong attention to detail, preferably in a regulatory/compliance environment.
- High level of accuracy when preparing and checking examination materials and processing outcomes/results, or the ability to be able to demonstrate these skills in another area.
- Well-developed oral communication skills, including the ability to interact effectively with a range of stakeholders including senior clinical staff, emergency medicine trainees, IT and administrative colleagues.
- Well-developed written communication skills, including experience in the development of reports, email correspondence, panel meeting communications, and the following up of action items.
- A demonstrated ability to develop, administer and improve systems and/or processes in paper-based and online formats, and liaise with all relevant stakeholders to coordinate a consistent approach.
- High level of self-motivation, organisation and initiative, including the ability to work in a team environment to manage competing priorities and meet objectives or deadlines.
- An ability to interpret, manage and summarise data.
- Experience in the use and administration of Learning Management Systems such as Moodle.
- Intermediate to advanced level of experience in the Microsoft Office programs.
- Demonstrated problem-solving skills, including the ability to work with ambiguity and adapt to changing demands.
- Demonstrated understanding of the principles associated with working with sensitive and confidential information
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

Desirable

- Previous experience providing high-quality administrative support to committees, including the writing and preparation of meeting action lists and other documentation.
- Experience in the development and delivery of online/written and/or clinical examinations.
- Experience in the field of assessment, preferably in medical education.
- Experience or skills in the development of online systems.
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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	Assessment Coordinator
Supervision of	Nil
Internal Liaison	Executive Director, Education General Manager, Education Assessment Assessment Manager Other members of the Education and Training team Members and trainees of the College Other ACEM Employees
Committee Liaison	Sub-committees of Training and Assessment Committee Council of Education
External Liaison	Other Colleges and equivalent training organisations Exam providers, venue host and a variety of equipment suppliers

Additional Information

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