



Australasian College
for Emergency Medicine

Position Description

Office of the CEO and President

Position Title	Deputy Chief Executive Officer
Department	Office of the CEO and President
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; and
- Collaboration.

Department Overview

The College administrative structure is organised around six *departments*:

- The Office of the CEO and President
- The Department of Education
- The Department of Training
- The Department of Policy, Research and Partnerships
- The Department of Membership and Engagement; and
- The Department of Corporate Services.

The Office of the CEO and President is headed by the Chief Executive Officer (CEO), while each of the other five departments is headed by an Executive Director.

As both the Department of Education and the Department of Training are large departments whose activities overlap significantly and represent core functions of the College, the Executive Directors of Education and Training report directly to the Deputy Chief Executive Officer (DCEO) to ensure the appropriate and effective coordination of their activities and systemic developments. The DCEO, in turn, reports to the College CEO.

Department of 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.
- *Certificate and Diploma Training Programs*: Responsible for training and assessment leading to the Emergency Medicine Certificate (EMC), Diploma (EMD) and Advanced Diploma (EMAD).
- *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.
- *Diploma of Pre-Hospital and Retrieval Medicine Training Program*: Responsible for training and assessment leading to the *Diploma of Pre-Hospital and Retrieval Medicine (DipPHRM)*. Liaison with and coordination of the Conjoint Committee for the Diploma of Pre-Hospital and Retrieval Medicine (CCPHRM).
- *Accreditation*: Responsible for the accreditation of emergency departments to conduct training for ACEM training programs and special skills placements.

Department of Education

- *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*: Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.
- *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*: Responsible for the coordination and development of online education and training resources.

Position Purpose

Reporting directly to the ACEM Chief Executive Officer (CEO), the incumbent is a member of the College Executive Leadership Team. Working closely with the CEO and other College Executive Directors, particularly the Executive Directors of *Education* and *Training*, the primary purposes of the role are to:

- Oversee and coordinate the strategic development and implementation of education and training initiatives identified through ACEM strategic and business plans;
- Oversee and coordinate the effective and efficient implementation of College education and training programs;

- Oversee and coordinate the strategic development and implementation of activities that fall under the College's National Program, funded by the Australian Government;
- Oversee and coordinate the planning and conduct of College accreditation requirements, including compilation and production of College submissions and reports to relevant external bodies and oversight of the addressing of conditions and quality improvement recommendations associated with the College's accreditation.
- Provide support, coaching and professional development to the Executive Director, Training and Executive Director, Education.

The role will also act as the Chief Executive Officer in the absence of the Chief Executive Officer or when required, including at meetings of external stakeholders.

Key Responsibilities

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

- Provision of expert advice and assistance in analysing, reviewing, developing, implementing, monitoring and auditing ACEM education and training activities, education and training programs and supporting structures and processes within the College.
- Collaboration with the Board, Council of Education, CEO, Executive Directors of Education and Training in addressing matters relating to trainee education and training, including strategic planning, curriculum and training program review.
- Collaboration with the Censor-in-Chief, Council of Education and Executive Directors of Education and Training to develop, analyse, review, implement and audit initiatives relating to the training and assessment of trainees in the College's various training programs, as well as Specialist International Medical Graduates seeking recognition as a specialist emergency medicine physician.
- Collaboration with the Censor-in-Chief and Executive Directors of Education and Training to ensure effective and efficient operation of the Council of Education, including the preparation of agendas, meeting papers, minutes and the addressing of actions arising from meetings.
- Oversight of all aspects of the planning and conduct of College accreditation requirements, including the compilation and production of College submissions and reports to relevant external bodies and oversight of the addressing of conditions and quality improvement recommendations associated with the College's accreditation.
- Oversight of 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.
- Development and implementation of specific projects of an educational, training or research nature as directed by the Council of Education, ACEM Board or CEO.
- Identification and facilitation of initiatives designed to assist the College in securing and maintaining accreditation with relevant regulatory bodies and to enable the College to be acknowledged as a significant organisation in the sector.
- Provision of support to the CEO and acting as CEO during absences, including representing the College at forums, meetings and events, or when required.
- Representation of the College and presentation of material at relevant forums relating to areas of responsibility, including College-organised training events, as well as events organised by external stakeholders.
- Contribution to the overall strategic direction of ACEM as a member of the Executive Leadership Team.
- Liaison with internal stakeholders to ensure the requirements that overlap with areas of direct responsibility are able to be met.
- The provision of leadership and direction to all College employees and assuming employee management of direct reports.

- Development and implementation of specific projects relating to areas of responsibility as directed by the CEO.
- Promotion of workplace health and safety, monitor and modelling of behaviours to strengthen workplace culture and employee engagement.
- Demonstrating, embedding and promulgation of the ACEM Core Values within the Department and across the College.
- Ensuring any allocated deliverables outlined in the ACEM Business Plan are met to a high standard.
- Ensuring any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard.
- Ensuring any allocated deliverables outlined in Te ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Ensuring the quality recording of all processes relevant to role and responsibilities in the Promapp system.
- Demonstration of leadership to develop and 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 (including tertiary qualifications) in education, with a proven record of achievement in an appropriate setting.
- Demonstrated understanding and experience in relation to the role of senior employees in the positive development of organisations such as the specialist Colleges.
- Proven ability and demonstrated experience at a strategic and operational level leading, managing and mentoring successful high performance multi-disciplined teams to deliver high quality customer experience centric functions to both internal and external stakeholders.
- Demonstrated understanding and experience of accreditation requirements as relevant to organisations such as ACEM.
- Demonstrated experience in curriculum analysis, design, delivery and implementation, including online/distance education and training, recognition of international qualifications, accreditation programs, training, research analysis, reporting and monitoring.
- Demonstrated experience and understanding of the development and implementation of adult education programs (and supporting structures) at a tertiary or post-tertiary level.
- Strong initiative with the capacity to navigate complex organisational and departmental issues, manage competing priorities, be solution focused and able to operate independently or work within a team environment.
- Demonstrated experience and a proven capacity to think strategically, develop and implement strategic initiatives and contribute as a key member of an Executive Leadership Team, preferably within a member-based organisation.
- Demonstrated ability to compose discussion papers, proposals and reports for the consideration of relevant stakeholders including the formulation of recommendations that encompass strategic priorities and implementation considerations.
- Excellent written and verbal communication and presentation skills.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.
- Superior negotiation and interpersonal skills.

Desirable

- Experience in the training of health professionals and/or experience working in the health or health sciences sector.

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	Chief Executive Officer
Supervision of	Executive Director, Education Executive Director, Training Education and Training Coordinator Manager, National Program National Program Projects Manager
Internal Liaison	ACEM Employees Members and trainees of the College
Committee Liaison	ACEM Board and associated entities Council of Education and associated entities National Program Steering Committee
External Liaison	Government and statutory/regulatory bodies, other colleges, related organisations and institutions

Additional Information

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