Australasian College for Emergency Medicine

Position Description

Policy, Research and Partnerships

Position Title	Project Lead, Indigenous Health
Department	Policy, Research and Partnerships
Date Reviewed	May 2022

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 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 Department of Policy, Research and Partnerships functions to enable the College to respond on behalf of members 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 a coordinated advocacy effort 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 ACEM 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 Aotearoa New Zealand.

Position Purpose

The purpose of this role is to support the Manager, Indigenous Health with the coordination and implementation of work within the Indigenous Health Unit.

The Indigenous Health Unit:

- Provides secretariat and project support for ACEM's Indigenous Health Committee
- Oversees the implementation of ACEM's Reconciliation Action Plan (RAP) and provides support to the RAP Steering Group
- Oversees the implementation of ACEM's Te Rautaki Manaaki Mana (Manaaki Mana Strategy) and provides support to the Manaaki Mana Roopu (Steering Group)
- Provides support in the coordination of other Indigenous health-related projects.

Reporting to the Manager, Indigenous Health and working closely with the Manager, New Zealand Office, this position will be responsible for leading the delivery of AMEM's Te Rautaki Manaaki Mana Māori Health Equity Strategy and supporting the work of the Indigenous Health Committee (IHC). This portfolio of projects is responsible for driving ACEM's commitment to achieving health equity for Aboriginal, Torres Strait Islander and Māori patients, as well as whánau and staff.

Key Responsibilities

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

- Coordinate the development of the Te Rautaki Manaaki Mana for the period 2022-2024.
- Oversee the implementation of ACEM's Te Rautaki Manaaki Mana including monitoring and reporting of actions against progress.
- Work collaboratively with ACEM employees, and Members to progress actions in Te Rautaki Manaaki Mana and the IHC workplan.
- Scope the development of an ACEM Pacific Health Plan and coordinate a set of recommendations to the ACEM Board for facilitating Pacifika health equity in Aotearoa and Australia.
- Support the Manaaki Mana Rōpu (Steering Group), and IHC and other working groups as required, including meeting coordination, agenda preparation, minute taking and progressing meeting actions.
- Support the development of policy and guidelines as per project deliverables.
- Provide support in promoting and embedding cultural safety throughout ACEM as an organisation, its membership and the broader practice of emergency medicine.
- Support other Indigenous health-related projects as identified through the development of ACEM's 2022-2024 Strategic Plan.
- Support the delivery of ACEM's Reconciliation Action Plan (RAP) as 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 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

- Relevant tertiary qualification in health, social science, policy or related discipline
- Demonstrated experience in managing projects in a health, public health, policy, or other relevant area.
- Demonstrated understanding of the Aotearoa New Zealand and/ or Australian healthcare systems, particularly as they pertain to Māori and/or Aboriginal and Torres Strait Islander peoples.
- Demonstrated experience in effective engagement with Māori and/or Aboriginal and Torres Strait Islander peoples and/or Pacifika communities and/or organisations.
- Excellent planning, time management and organisational skills, including demonstrated project and committee management experience.
- Excellent written communication skills, including the ability to write minutes, reports and process documents and support the development of policies.
- Strong consultation skills, including the ability to identify and liaise with relevant internal and external stakeholders.
- Strong initiative and self-motivation, the ability to work effectively in a team, as well as autonomously.
- Proven ability to work in a flexible and evolving environment and coordinate competing activities to achieve organisational outcomes.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.

Desirable

- Previous exposure to equity strategies in New Zealand or Australia and their implementation.
- Experience in developing and supporting organisational and individual cultural competency as it pertains to Māori and/or Aboriginal and Torres Strait Islander peoples.
- 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	Manager, Indigenous Health
Supervision of	Nil
Internal Liaison	All ACEM Employees

	Members and trainees of the College
Committee Liaison	Manaaki Mana Rōpu, Indigenous Health Committee, Pacific Health Working Group
External Liaison	ACEM Fellows and Trainees, 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.