

## Position Description for the Australasian Faculty of Occupational and Environmental Medicine (AFOEM)

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| <b>Role</b>       | Policy and Advocacy Committee Member |
| <b>Reports to</b> | AFOEM Policy and Advocacy Committee  |
| <b>Location</b>   | Australia and Aotearoa New Zealand   |

### Purpose of the Role

To assist the AFOEM Policy and Advocacy in guiding the governance framework and direction of the AFOEM in a mutually co-operative and consultative atmosphere.

### Key Stakeholders and Relationships

Faculty President, Faculty Council members, Faculty of Policy and Advocacy Committee, Fellows and Trainees of the AFOEM.

### Context of the Position

- The AFOEM Terms of Reference guide the AFOEM Policy and Advocacy Committee's operations, responsibilities and functions. The AFOEM Policy and Advocacy Committee advises the AFOEM Council of matters relevant to the committee, promotes occupational and environmental medicine and provide opportunities for continuous professional development (CPD) for Faculty Fellows.
- AFOEM Policy and Advocacy members report to the AFOEM Council and are accountable to the AFOEM.

### Essential Attributes

- Fellowship of the AFOEM
- Resident in Australia or Aotearoa New Zealand
- Be fully conversant with the RACP's Constitution, AFOEM By-laws and the RACP Strategic Plan, and the AFOEM strategic and business plans
- Demonstrated experience in leadership and understanding of governance
- Demonstrated understanding of the medical education environment
- Attitudes of cooperation and positivity and high standards of ethical behaviour
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development

### Key Responsibilities

- Ensure good governance of the AFOEM
- Assist in aligning the AFOEM strategic and business plans to the Strategic Plan of the RACP
- Assist in ensuring that all sub-committees and all working groups of the AFOEM work productively and harmoniously
- Adhere to the RACP's policies, including prevention of discrimination and harassment

### Extent of Authority

Members of the AFOEM Policy and Advocacy have access to the staff of the Faculty for provision of professional advice and secretariat support. Staff are line managed by the RACP Chief Executive Officer on the basis of agreed work plans and resources as approved by the Board.