

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

Role	Trainee
Reports to	AFOEM Council
Location	Australia or Aotearoa New Zealand

Purpose of the Role

To provide direction and support to the Australasian Faculty of Occupational and Environmental Medicine (AFOEM) President and council.

Key Stakeholders and Relationships

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

Context of the Position

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

Essential Attributes

- Be a registered trainee in the Advanced Training Program of the Australasian Faculty of Occupational and Environmental Medicine (AFOEM)
- Resident in Australia or Aotearoa New Zealand
- Be fully conversant with the RACP's Constitution, AFOEM Council Terms of Reference, AFOEM By-laws, 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

- Attend AFOEM Council meetings
- Assist in ensuring that AFOEM Council works productively and harmoniously
- Ensure good governance of the AFOEM
- Assist the Chair, AFOEM Council in aligning the AFOEM strategic and business plans to the Strategic Plan of the RACP
- Assist the Chair, AFOEM Council in identifying and responding to new and emerging issues relevant to AFOEM as they arise.
- Ensure timely responses to requests for comment or report from the AFOEM Council and other AFOEM Committees
- Adhere to the RACP's policies, including prevention of discrimination and harassment

Extent of Authority

Members of the AFOEM Council 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.