

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

Role	Trainee Member
Reports to	AFOEM Policy & Advocacy Committee
Location	Australia and Aotearoa New Zealand

Purpose of the Role

To provide direction and leadership to the Australasian Faculty of Occupational and Environmental Medicine Policy and Advocacy Committee (AFOEM PAC).

Key Stakeholders and Relationships

Faculty President, Faculty Council, Faculty PAC, Fellows and Trainees of the AFOEM, College Policy and Advocacy Committee (CPAC), RACP Policy & Advocacy Unit.

Context of the Position

- The AFOEM Terms of Reference guide the AFOEM PAC's operations, responsibilities and functions. The AFOEM PAC has responsibility for the development, coordination, implementation and monitoring of the policy and advocacy interests, and activities of the Faculty. The AFOEM PAC reports to the AFOEM Council and has a dotted reporting line to the College Policy and Advocacy Committee (CPAC).

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 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

- Attend AFOEM PAC meetings.
- Assist the Chair, AFOEM PAC in determining AFOEM PAC's priorities and developing the AFOEM PAC work plan.
- Assist the Chair, AFOEM PAC in coordinating, implementing and monitoring the activities of the AFOEM PAC work plan.
- Assist the Chair, AFOEM PAC in responding to new and emerging policy and advocacy issues relevant to AFOEM as they arise.
- Assist in developing, reviewing and updating position statements of AFOEM and developing submissions.
- Ensure timely responses to requests for comment or consultation from the RACP Policy and Advocacy Unit and CPAC.
- Act as an authoritative source of direction and advice within the College in regard to occupational and environmental medicine policy and advocacy issues.
- Adhere to the RACP's policies, including prevention of discrimination and harassment

Extent of Authority

Trainee Members of the AFOEM PAC 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.