

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

Role	Trainee
Reports to	AFOEM VIC/TAS Regional Committee
Location	Australia

Purpose of the Role

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

Key Stakeholders and Relationships

Faculty President, Faculty Council, Fellows and Trainees of the AFOEM.

Context of the Position

The AFOEM Terms of Reference guide the AFOEM Regional Committee's operations, responsibilities and functions. The AFOEM Regional Committee advises the AFOEM Council of matters relevant to the Faculty in the region, promotes occupational and environmental medicine in the region and provides opportunities for continuous professional development (CPD) for Faculty Fellows.

The AFOEM Regional Committee reports to the AFOEM Council and are accountable to the AFOEM.

Essential Attributes

- Be a registered trainee of the Australasian Faculty of Occupational and Environmental Medicine (AFOEM)
- Resident in the region
- Be fully conversant with the RACP's Constitution, AFOEM Regional Committee's 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 in the region
- 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 Regional Committee meetings
- Assist in ensuring that the AFOEM Regional Committee works productively and harmoniously
- Ensure good governance of the AFOEM
- Assist the Chair, AFOEM Regional Committee in aligning the AFOEM strategic and business plans to the Strategic Plan of the RACP
- Assist the Chair, AFOEM Regional Committee in identifying and responding to new and emerging issues in the regions 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 Regional Committee 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.