

## Position Description for the Australasian Faculty of Public Health Medicine (AFPHEM)

<b>Role</b>	Trainee Member
<b>Reports to</b>	AFPHEM Policy & Advocacy Committee
<b>Location</b>	Australia and Aotearoa New Zealand

### Purpose of the Role

To provide direction and leadership to the Australasian Faculty of Public Health Medicine Policy and Advocacy Committee (AFPHEM PAC).

### Key Stakeholders and Relationships

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

### Context of the Position

- The AFPHEM Terms of Reference guide the AFPHEM PAC's operations, responsibilities and functions. The AFPHEM PAC has responsibility for the development, coordination, implementation and monitoring of the policy and advocacy interests, and activities of the Faculty. The AFPHEM PAC reports to the AFPHEM 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 Public Health Medicine (AFPHEM)
- Resident in Australia or Aotearoa New Zealand
- Be fully conversant with the RACP's Constitution, AFPHEM By-laws and the RACP Strategic Plan, and the AFPHEM 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 AFPHEM PAC meetings.
- Assist the Chair, AFPHEM PAC in determining AFPHEM PAC's priorities and developing the AFPHEM PAC work plan.
- Assist the Chair, AFPHEM PAC in coordinating, implementing and monitoring the activities of the AFPHEM PAC work plan.
- Assist the Chair, AFPHEM PAC in responding to new and emerging policy and advocacy issues relevant to AFPHEM as they arise.
- Assist in developing, reviewing and updating position statements of AFPHEM 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 public health medicine policy and advocacy issues.
- Adhere to the RACP's policies, including prevention of discrimination and harassment

### Extent of Authority

Trainee Members of the AFPHEM 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.