

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

<b>Role</b>	Trainee
<b>Reports to</b>	AFPHM VIC Regional Committee
<b>Location</b>	Australia

### Purpose of the Role

To provide direction and support to the Australasian Faculty of Public Health Medicine (AFPHM) Regional Committee.

### Key Stakeholders and Relationships

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

### Context of the Position

- The AFPHM Terms of Reference guide the AFPHM Regional Committee's operations, responsibilities and functions. The AFPHM Regional Committee advises the AFPHM Council of matters relevant to the Faculty in the region, promotes public health medicine in the region and provide opportunities for continuous professional development (CPD) for Faculty Fellows.
- AFPHM Regional Committee members report to the AFPHM Council and are accountable to the AFPHM.

### Essential Attributes

- Be a registered trainee in the Advanced Training Program of the Australasian Faculty of Public Health Medicine (AFPHM)
- Resident in the region
- Be fully conversant with the RACP's Constitution, AFPHM Regional Committee's Terms of Reference, AFPHM By-laws, the RACP Strategic Plan, and the AFPHM 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 AFPHM Regional Committee meetings
- Assist in ensuring that AFPHM Regional Committee works productively and harmoniously
- Ensure good governance of the AFPHM
- Assist the Chair, AFPHM Regional Committee in aligning the AFPHM strategic and business plans to the Strategic Plan of the RACP
- Assist the Chair, AFPHM Regional Committee in identifying and responding to new and emerging issues in the regions relevant to AFPHM as they arise
- Ensure timely responses to requests for comment or report from the AFPHM Council; Faculty Training Committee and other AFPHM Committees
- Adhere to the RACP's policies, including prevention of discrimination and harassment

### Extent of Authority

Members of the AFPHM 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.