

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

Role	Trainee
Reports to	AFPHEM WA Regional Committee
Location	Australia

Purpose of the Role

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

Key Stakeholders and Relationships

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

Context of the Position

- The AFPHEM Terms of Reference guide the AFPHEM Regional Committee's operations, responsibilities and functions. The AFPHEM Regional Committee advises the AFPHEM 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.
- AFPHEM Regional Committee members report to the AFPHEM Council and are accountable to the AFPHEM.

Essential Attributes

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

Extent of Authority

Members of the AFPHEM 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.