

Position Description for the Australasian Faculty of Rehabilitation Medicine (AFRM)

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

Purpose of the Role

To provide direction and leadership to the Australasian Faculty of Rehabilitation Medicine Policy and Advocacy Committee (AFRM PAC).

Key Stakeholders and Relationships

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

Context of the Position

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

Essential Attributes

- Fellowship of the AFRM
- Resident in Australia or Aotearoa New Zealand
- Be fully conversant with the RACP's Constitution, AFRM By-laws and the RACP Strategic Plan, and the AFRM 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 AFRM PAC meetings.
- Assist the Chair, AFRM PAC in determining AFRM PAC's priorities, developing the AFRM PAC work plan, and coordinating, implementing, and monitoring the committee's activities.
- Assist the Chair, AFRM PAC in responding to new and emerging policy and advocacy issues relevant to AFRM as they arise.
- Assist in developing, reviewing and updating position statements of AFRM 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 rehabilitation medicine policy and advocacy issues.
- Adhere to the RACP's policies, including prevention of discrimination and harassment

Extent of Authority

Members of the AFRM 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.