

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

<b>Role</b>	Policy and Advocacy Committee Trainee
<b>Reports to</b>	AFRM Trainee Committee
<b>Location</b>	Australia or Aotearoa New Zealand

### Purpose of the Role

To provide direction and support to the Australasian Faculty of Rehabilitation Medicine Trainee Committee AFRM FtC. The Policy and Advocacy Committee Trainee is a member of the AFRM Policy and Advocacy Committee.

### Key Stakeholders and Relationships

Faculty President, Faculty Council, AFRM Trainee Committee, AFRM Policy and Advocacy Committee, Fellows, and Trainees of the AFRM.

### Context of the Position

The AFRM Trainee Committee Terms of Reference guide the AFRM Trainee Committee's operations, responsibilities, and functions. The AFRM Trainee Committee represents the regions' AFRM trainees and advocates on their behalf in matters of selection, training, assessment, supervision, and the overall educational experience. The AFRM Trainee Committee reports to AFRM Council.

### Essential Attributes

- Be a registered trainee of the Australasian Faculty of Rehabilitation Medicine (AFRM)
- Resident in Australia or Aotearoa New Zealand
- Be fully conversant with the RACP's Constitution, AFRM Trainee Committee's Terms of Reference, AFRM By-laws, 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 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 AFRM Trainee Committee meetings and AFRM Policy and Advocacy Committee meetings.
- Assist in ensuring that AFRM Trainee Committee works productively and harmoniously.
- Ensure good governance of the AFRM.
- Assist the Chair, AFRM Trainee Committee in aligning the AFRM strategic and business plans to the Strategic Plan of the RACP
- Assist the Chair, AFRM Policy and Advocacy Committee in identifying and responding to new and emerging policy and advocacy issues relevant to AFRM as they arise.
- Ensure timely responses to requests for comment or report from the AFRM Council; AFRM Trainee Committee and AFRM Policy and Advocacy Committee
- Adhere to the RACP's policies, including prevention of discrimination and harassment.

### Extent of Authority

Members of the AFRM Trainee 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.