



Position Title	Coordinator, Events and Digital
Department	Membership and Engagement
Date Reviewed	February 2022

Incumbent Name	Vacant	
Signature		Date

College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and Aotearoa New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

Department Overview

The Membership and Engagement Department is responsible for the provision of membership services, wellbeing initiatives, resources, and programs to support and enhance membership engagement, organisational culture, and networking opportunities. The Department has several stands of activity arranged into Divisions and Units, each of which is led by a General Manager or Manager, who reports to the Executive Director, as follows:

- *Communications and Media:* Responsible for delivering all digital communications, content, campaigns, media, and publications to support the initiatives, advocacy and work of the Membership and the College.
- *Events:* Responsible for delivering a broad range of educational and networking events, including but not limited to the Annual Scientific Meeting, Winter Symposium and ICEM, and coordinating associated sponsorship and exhibitions across Australasia.

- *Human Resources:* Responsible for providing HR service and support to employees of the College underpinned by best-practice policies and procedures, employment relations advice, performance appraisals, employee engagement, wellbeing, workplace health and safety, professional development and recruitment.
- *Membership and Culture:* Responsible for the administration of incoming and outgoing members of the College, including providing a range of programs, initiatives and resources aimed at supporting the wellbeing, engagement and culture of Members and trainees. In addition, this Unit oversees the coordination of the College's Foundation, honours and awards.

Position Purpose

The primary purpose of the role is to provide a coordinated and strategic approach to the management and delivery of College events, meetings and sponsorship across all jurisdictions the College operates within.

Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- Manage the delivery of the Annual Winter Symposium
- Delivery of event management services including:
 - Webinars and online events
 - Administrative support to local organising committees;
 - Contract management and negotiation with external suppliers, including oversight of venue and Professional Conference Organisers (PCO) contracts, venues, accommodation and audio-visual providers);
 - College committee liaison and internal collaboration with other ACEM employees (coordination of attendance, accommodation etc);
- Provide support to the Manager, Events in relation to the Annual Scientific Meeting (ASM) and the Events Advisory Committee.
- Administration and governance support to the composition of College committees relating to College events.
- Ongoing monitoring, evaluation and reporting of events and sponsorship activity as required by management.
- Collaborate with Communications and Media division to develop campaign strategies and oversee the execution of these.
- Assist in developing strong systems, policies and processes to ensure compliance and best practice in brand, reputation and events management.
- High levels of collaboration between departments and reporting to the Council of Advocacy, Partnerships, Practice and Council of Education and the Office of the CEO.
- Demonstrate the ACEM Core Values within the Unit, Department and across ACEM.
- Ensure any allocated deliverables outlined in the ACEM Business Plan are met to a high standard.
- Ensure any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard.
- Ensure any allocated deliverables outlined in Te ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.
- Other responsibilities as delegated by Management within the scope of this position.

Key Skills, Qualifications and Attributes

Essential

- Bachelor's Degree (ideally tertiary qualifications in Events Management, Public Relations, Marketing, Communications or related discipline).
- Proven Events Management experience, ideally gained with a Professional Conference Organiser (PCO)
- High level of operational experience with EventsAir.
- Experience delivering online events/webinars (Zoom Webinars and On Air platforms preferred)
- Ability to prioritise and coordinate multiple events concurrently and the ability to work autonomously or as part of a team.
- Internal and external stakeholder engagement and high-level organisational skills.
- Proven high level written and verbal communication skills with good attention to detail.
- Demonstrated interpersonal skills, including ability to collaborate and consult with all stakeholders to achieve timely outcomes.
- Flexible and self-motivated.
- Proactive attitude and a willingness to learn.
- The ability to work under pressure and to meet deadlines.
- Extensive experience with MS Office computer software applications with advanced MS Excel and advanced MS Access skills.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.

Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Organisational Relationships

Reports to	Manager, Events
Internal Liaison	Scientific Meeting Convenors ACEM Fellows and Trainees ACEM Employees
Committee Liaison	Scientific Meeting Organising Committees ACEM Events Advisory Committee Council of Advocacy, Practice and Partnerships Council of Education
External Liaison	External contractors, suppliers, exhibitors Conference venue management and employees

Additional Information

- May involve work outside normal business hours to meet business objectives.

- Interstate and/or overseas travel may be required.