



## POSITION DESCRIPTION

**Department of Medicine and Radiology**  
Faculty of Medicine, Dentistry and Health Sciences

### TEACHING SPECIALIST

<b>POSITION NO</b>	0059572
<b>CLASSIFICATION</b>	Level C (Teaching Specialist)
<b>SALARY</b>	\$140,433 - \$161,926 plus Clinical Loading of \$19,605 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>EMPLOYMENT TYPE</b>	Part time (0.1FTE) 2-year fixed term
<b>OTHER BENEFITS</b>	<a href="http://www.hr.unimelb.edu.au/careers/info/benefits">www.hr.unimelb.edu.au/careers/info/benefits</a>
<b>CURRENT OCCUPANT</b>	New
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Patricia Desmond Tel +61 3 9342 8398 Email <a href="mailto:pdesmond@unimelb.edu.au">pdesmond@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

The Teaching Specialist will, under the direction of the Head of Teaching and Learning contribute to the Radiology teaching programme within the University of Melbourne. They will help in the delivery and quality of a co-ordinated Radiology programme across all Melbourne University clinical sites.

He/she will measure and improve the quality of Radiology teaching, review the existing programmes, lecturers and tutors and ensure a continued smooth delivery of teaching to a digital format. In addition, when required deputise for the Head of Teaching and Learning.

### ***1. Key Responsibilities***

- ▶ To hold a clinical appointment within a teaching hospital setting.

#### **1.1 TEACHING AND LEARNING**

- ▶ Assist in maintaining the quality and delivery of the Undergraduate and MD Radiology teaching programmes
- ▶ Assist in the review and restructure Radiology teaching programmes ensuring updated digital teaching/examining
- ▶ Advise on and manage the infrastructure changes needed for implementation of digital teaching/examining
- ▶ Help organise /supervise elective Radiology programme.
- ▶ Build institutional impact in relation to teaching policy and practice
- ▶ Contribute to textbooks or innovative teaching materials that are recognised in the field and used elsewhere

## 1.2 LEADERSHIP AND SERVICE

- ▶ Contribute to the administrative running of the Department of Radiology including participation on relevant committees
- ▶ Provide leadership in Radiology teaching within the University and the Royal Melbourne Hospital and other precinct partners
- ▶ Contribute to strategic planning and policy decision making processes
- ▶ Contribute significantly to professional activities at a national and international level, including attendance and presentation at national and international conferences and seminars
- ▶ Institutional impact through the evaluation of curriculum development at the discipline or interdisciplinary level
- ▶ Active participation in gaining funds to further develop teaching and learning
- ▶ Mentoring of Level A and B staff
- ▶ Active participation in key aspects of engagement in teaching and learning within and beyond the University e.g. School's outreach, first year orientation, academic advising
- ▶ A high level of involvement in professional activities at national level
- ▶ Contribute to the administration of the Department.

## 1.3 ENGAGEMENT

- ▶ Responsible for driving new engagement initiatives or leading existing initiatives
- ▶ Active participation in key aspects of engagement within and beyond the University in radiology e.g. community group, School's outreach, first year orientation, academic advising and other external bodies
- ▶ Ensure that clinical innovation informed by research is promoted to enhance clinical care
- ▶ A high level of involvement in professional activities at national level
- ▶ Development of consultancies in speciality areas
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ A medical qualification, registrable in the state of Victoria
- ▶ Radiology specialist qualification FRANZCR or equivalent Sustained record of excellence in teaching practice and a strong record of involvement in undergraduate and postgraduate clinical education
- ▶ Commitment to the highest standards of Radiology teaching and learning with an ability to further develop student radiology teaching
- ▶ Strong leadership skills and a demonstrated ability to build and maintain successful teams, partnerships and collaborations

- ▶ Outstanding interpersonal skills, with excellence in building and maintaining relationships with key stakeholders Extensive clinical experience in Radiology Excellent verbal and written communication skills
- ▶ Proven contribution to academic, institutional and public life through active participation in professional associations
- ▶ Preparedness to contribute to academic standards and policy by representation on Faculty and University Committees
- ▶ Membership of relevant health sector committees, advisory groups and working parties

## 2.2 DESIRABLE

- ▶ Evidence of capacity to develop innovative approaches to teaching of Radiology
- ▶ Post graduate qualification in Clinical Education
- ▶ Advanced IT skills

## 3. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## 4. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 5. Other Information

### 5.1 DEPARTMENT OF RADIOLOGY

The Department of Radiology is one of Thirteen Departments of the Melbourne Medical School. The Department of Radiology is unique amongst the clinical departments of the Faculty of Medicine, Dentistry & Health Sciences in that it is responsible for the teaching of undergraduate radiology within all of the Clinical Schools of The University of Melbourne. In addition, the department is responsible for the postgraduate training program in radiology throughout Victoria.

The Department of Radiology is a self-funded department within the Faculty of Medicine, Dentistry and Health Sciences. The Head of the Department, Professor Patricia Desmond, has a dual appointment. The University Department of Radiology consists of three full-time academic staff, four part-time academic staff, one full-time professional and one part time professional staff.

### 5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

### 5.3 UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at [www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings](http://www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings)

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at [hr.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers).

## 5.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 5.5 EQUITY OPPORTUNITY, DIVERSITY AND INCLUSION

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## 5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at [www.unimelb.edu.au](http://www.unimelb.edu.au).