**Melbourne Dental School**  
Faculty of Medicine, Dentistry and Health Sciences

## MDS Redesign Implementation Manager

<table>
<thead>
<tr>
<th><strong>POSITION NO</strong></th>
<th>0055722</th>
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<tbody>
<tr>
<td><strong>CLASSIFICATION</strong></td>
<td>UOM 8</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>$115,137 – $124,622 p.a.</td>
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<tr>
<td><strong>SUPERANNUATION</strong></td>
<td>Employer contribution of 17%</td>
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<td><strong>WORKING HOURS</strong></td>
<td>Full-time (1.0 FTE)</td>
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<td><strong>BASIS OF EMPLOYMENT</strong></td>
<td>3 years Fixed-Term</td>
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<td><strong>OTHER BENEFITS</strong></td>
<td><a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a></td>
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<tr>
<td><strong>HOW TO APPLY</strong></td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.</td>
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**CONTACT FOR ENQUIRIES ONLY**  
Dr Samantha Byrne  
Email: sbyrne@unimelb.edu.au  

*Please do not send your application to this contact*

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For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
**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 Melbourne Dental School Bachelor of Oral Health and Doctor of Dental Surgery programs are undergoing a complete redesign and as part of this, the School is seeking an experienced and innovative coordinator to facilitate the redevelopment of its curriculum across all years to ensure that it is world-class in its conceptualisation, delivery and integration.

The Manager will have a strong background in the coordination of curriculum development and delivery for dental students combined with expertise in implementation and management of online learning tools that support the Melbourne Dental School in the implementation of the redesigned DDS and BOH courses. They will demonstrate exceptional interpersonal skills as well as well-developed problem-solving skills and the ability to achieve objectives while working within a complex organisational structure and shared services model.

The MDS Curriculum Redesign Implementation Manager will be responsible for the oversight of the development of educational modules to enhance students’ learning throughout the course, in partnership with content experts in the School. They will also maintain effective partnerships with academic and professional staff across the School, as well as with other key stakeholders in the broader health services environment who are involved in the delivery of the DDS and BOH. The Manager will manage a team (Curriculum project manager and Learning Designers) to deliver outcomes.

The position will report to the Director of Learning and Teaching and will be a key part of the School’s Teaching and Learning team.

1. **Key Responsibilities**

1.1 **CORE ACCOUNTABILITIES**

Work closely with the MDS Teaching & Learning team to implement the curriculum across all four years of the DDS, and all three years of the BOH.
Position 0055722  
The University of Melbourne

- Coordinate the implementation of software designed to support the redesigned program.
- Coordinate the development of online and other curriculum resources to support student learning as well as oversee the continual improvement of materials throughout the BOH and DDS.
- Liaise with subject experts across the Faculty of Medicine, Dentistry and Health Sciences to ensure their provision of high-quality content for curriculum modules.
- Participate in committees relevant to the position.
- Provide expert leadership and advice to the MDS community on best practice in curriculum delivery and management.
- Work closely with Melbourne Dental School academic and professional staff members in the successful and efficient delivery of MDS’s curriculum
- Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity

2. Selection Criteria

2.1 ESSENTIAL
- The appointee will have relevant post graduate qualifications and subsequent relevant industry consulting or project management experience within a complex organisation (tertiary education sector desirable), or an equivalent combination of relevant experience and education/training.
- Experience in implementing technology-enabled learning programs
- Familiarity with the university’s educational technology and student management systems
- Understanding of current and emerging principles in oral health education, particularly as they relate to the delivery and implementation of teaching of future dental practitioners.
- Strong interpersonal and communication skills, with an ability to build and maintain relationships with key stakeholders (internal and external) and work collaboratively

2.2 OTHER JOB-RELATED INFORMATION
- This position requires the incumbent to hold a current and valid Working with Children Check.
- Occasional participation in after-hours committees

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 University’s People Strategy 2015-2020 and policies that address 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 Growing Esteem.

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:

http://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 THE MELBOURNE DENTAL SCHOOL

https://dental.unimelb.edu.au/

The Melbourne Dental School boasts state-of-the-art facilities in three clinical and research laboratory buildings. Our research primarily targets prevention and cures for infectious, inflammatory, and immune diseases, with a focus on translational research that has a positive impact on global human health. We engage and collaborate with other research institutes, industry, and governments from across the globe, giving us significant research capacity to address significant health issues and research questions. The School’s vibrant research environment and extensive collaborations provide exceptional postgraduate research higher degree opportunities. We have an exceptional track record of translating research to the clinic and to policy.

5.2 FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES

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 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

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 http://about.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 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 https://about.unimelb.edu.au/strategy/governance

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