Clinical School Officer (Western Clinical School)

POSITION NO 0033409

CLASSIFICATION UOM 5

SALARY $79,964 - $91,844 p.a. (pro rata)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part-time (0.8 FTE)

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: 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 people (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 people 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 practice 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 Clinical School Officer provides a high level of administrative support to the Director of Medical Student Education, Deputy Director of Medical Student Education, and the Clinical School Coordinator in the delivery of the University of Melbourne Doctor of Medicine (MD) at the Western Clinical School (WCS). The team is required to work collaboratively to deliver a range of functions contributing to the effective delivery of student teaching and learning responsibilities with the Clinical School. All team members perform important administrative duties and provide advice and support within the various portfolios. The role is primary based at Sunshine Hospital (St Albans) however the role may require work at Footscray Hospital (Footscray) from time to time.

The position operates within a highly complex environment and is board in scope. It requires a high degree of teamwork and initiative, a proven ability to prioritise and coordinate several competing demands and to be student focused across a range of functions and tasks involved in student and program administration for the MD program.

Under supervision and direction, the position is responsible for delivering quality services to a range of stakeholders, including current and prospective students, academic staff, clinicians, and professional staff at affiliated sites. The incumbent is required to display cooperative and collaborative behaviour in working with others and actively and consciously contribute to a harmonious working environment.

The position reports to the Western Clinical School Coordinator and is an integral part of the Department of Medical Education

1. Key Responsibilities

- Provide comprehensive local administration of the MD program including complex clinical placement and tutorial timetable, allocations, assessments, examinations, curriculum planning and delivery, student services and information, for medical students during their terms at Western Clinical School.
Administer allocations and placements at Western Health for student across the four years of the MD program, as well as the clinical elective and orientation programs.

Deliver high-level customer services to internal and external clients both over the phone, via email/Zoom and face to face.

Liaise with clinicians/other teaching staff with respect to their teaching commitments, resources, and student cohorts.

Provide accurate information and advice to students, academics, and hospital staff. Ensure correct and helpful information and advice is given to students on a diverse range of subjects, including the teaching program, examination arrangements and requirements and travel to other hospitals.

Establish and maintain a positive working relationship with Western Health and other health networks involved in student training.

Ensure all documentation, lists and databases are kept current and up to date.

Communicate with students to provide timely information in relation to course timetables, materials, program changes and other announcements.

Assist with the organisation and administration of written and clinical examinations and other assessments at the Western Health campuses: Managing preparation, coordination and distribution of material and information relating to examinations, including preparation of examination lists, preparation of timetables and supervision of candidates.

Act as secretary for specified Clinical School committees where required, including preparation of agendas and minutes, and attending to all follow-up action arising from the meetings.

Undertake other duties commensurate with position level and/or as director by supervisor.

Comply with 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

An appropriate tertiary qualification and/or an equivalent combination of relevant experience and education/training in student administration.

Experience in an administrative role demonstrating a commitment to client service principles supporting a range of functions, including the provision of advice about, and interpretation of, policies and procedures.

Well-developed time management skills with the capacity to determine priorities, meet deadlines and effectively balance competing demands and to work effectively under pressure both independently and as a member of a team.

Excellent communication and interpersonal skills with the capacity and confidence to build effective connections with a range of stakeholders, as well as the ability to provide clear and effective written communications.

Demonstrated capacity to exercise sound judgment, initiative, diplomacy, tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner.

Demonstrated capacity to work both independently and as part of a team exhibiting versatility, flexibility, enthusiasm and a high level of self-motivation.
Well-developed computer skills and competency in a range of software packages including the Microsoft Office suite, with demonstrated accuracy in data entry and attention to detail.

2.2 DESIRABLE

- Experience in a University or other tertiary education environments.
- Flexible and adaptable attitude to a changing work enrolment.
- Sound understanding of medical and hospital environments.
- Sound knowledge of clinical and medical teaching programs.
- Sound knowledge of the University’s policies and procedures and systems (e.g. Themis, Sonia, Canvas)
- Experience working with student systems or timetabling packages.
- Experience working Zoom and/or Microsoft Teams.
- An understanding of higher education and teaching environments.

2.3 OTHER JOB-RELATED INFORMATION

- A degree of flexibility is required, as operational needs occasionally require the incumbent to undertake duties outside normal working hours, such as examination periods and orientation weeks. The incumbent will be entitled to the relevant penalty rates or by mutual agreement, time off in lieu.
- Annual leave is unlikely to be approved during peak service delivery periods.
- Working across the Western Clinical School campuses at Sunshine Hospital (St Albans) and Footscray Hospital (Footscray) is expected as required.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under the general direction of the Clinical School Coordinator. Most normal day-to-day work is carried out with minimal supervision, with more complex queries outside of normal policy and process or process improvements referred to the Coordinator and/or the Deputy Director of Medical Student Education and/or Director of Medical Student Education.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to:

- use a high degree of initiative and sound judgement in solving problems or issues that may arise;
- to be able to initiate work and take responsibility to decisions relevant to role;
- perform a wide range of tasks of varying complexity; and
- provide information and advice using judgement, common sense and knowledge of relevant policies and procedures.
3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to understand and apply the rules, regulations and processes of the University and gain an understanding of how the Clinical School works with the hospital and the interrelationships between the hospital, the academic departments and the Faculty. The ability to adjust to new technology and systems implementation is essential.

It is expected that the incumbent will fully participate in professional development as identified by the School.

3.4 RESOURCE MANAGEMENT

The Clinical School Officer is responsible for efficient time management and effective use of work resources without compromising on quality.

3.5 BREADTH OF THE POSITION

The incumbent will interact with students and staff from the Faculty and Central Administration as well as a range of people internal and external organisations.

4. 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.

5. 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.

6. Other Information

6.1 ORGANISATION UNIT

The Western Clinical School is one of seven Clinical Schools in the Melbourne Medical School. The Western Clinical School has approximately 145 students and is primarily based in the Western Centre for Health, Research and Education (WCHRE) located at Sunshine Hospital. Students have the advantage of experiencing a breadth of medicine across the other Western Health campuses at Footscray and Williamstown Hospitals.

The Western Clinical School is responsible for:

- The delivery of the new MD program (explained below) for students in the 1st to 4th (final) year of the course with an emphasis on the clinical setting.

- For all student affairs during this time such as rostering, teaching arrangements, examinations and assisting and counselling students as required.

The staff of the clinical school consists of the Clinical Dean, Clinical Sub Dean, academic staff, part time clinical skills coaches, clinical nurse educators and three clinical school administrative staff.

The Doctor of Medicine (MD) is a four-year postgraduate course. It has a unique structure with clinical placements beginning in first year with the majority of their 2nd to 4th years spent in a clinical school setting.

Western Health is one of the leading health care providers in Victoria. The health service provides acute, sub-acute, obstetric, paediatric, mental health, medical and surgical services using inpatient and community-based facilities.

6.1 DEPARTMENT OF MEDICAL EDUCATION


The Department of Medical Education was established as a department within the Melbourne Medical School in 2015. It has responsibility for the delivery of the Doctor of Medicine (MD) course, research in medical education and a range of professional development postgraduate and non-award programs.

As the first Australian professional entry masters level program, the Melbourne MD creates a new benchmark in 21st century medical education. It delivers advanced clinical and academic training to ensure students are prepared for the challenges of a high-quality medical internship. The MD is a 4-year program with an intake of approximately 350 students per year. The degree is delivered through our Parkville campus, metropolitan and rural Clinical Schools, partner organisations.

The Department delivers high quality research-informed postgraduate and professional development programs, facilitated by leaders in the field of health professional education. Created for clinicians from any discipline these programs are designed as professional development for health professionals in the areas of clinical teaching, clinical leadership and clinical research.
The research groups within the department focus scholarly engagement within a number of key research interests in medical education:

- Work Integrated Learning
- Curriculum, Assessment and Evaluation
- Healthcare Communication
- Student Engagement and Experience

The department employs approximately 350 staff to deliver the education, research and engagement activities of the department. This is complemented by a large, actively engaged honorary staff network.

6.2 MELBOURNE MEDICAL SCHOOL

http://www.medicine.unimelb.edu.au/

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

6.3 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
6.4 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.

6.5 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