Project Officer - Interprofessional Student Placement Mental Health and AOD settings

POSITION NO: 0059712

CLASSIFICATION: UOM Level 7

SALARY: $102,338 - $110,780 (pro rata for part-time)

SUPERANNUATION: Employer contribution of 17%

WORKING HOURS: Three full-time roles available

APPLICATIONS from suitable candidates with part-time preferences are welcomed

BASIS OF EMPLOYMENT: Fixed Term for 2 years

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.

CONTACT FOR ENQUIRIES ONLY: Carolyn Cracknell
Email Carolyn.cracknell@unimelb.edu.au

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 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

Evidence demonstrates that positive and early exposure to the mental health sector is one of the strongest indicators for pursuit of a mental health career, countering stigma and community perceptions of working in the mental health sector. The Collaborative Practice Centre within the Faculty of Medicine, Dentistry and Health Sciences is very excited to partner with the Department of Health, Victoria on a new project to increase the quality and quantity of student placements in mental health and alcohol and other drugs (AOD) services.

The overall aims of the 2-year project are to:

- Increase access to and number of student placements in mental health and wellbeing, and alcohol and other drug (AOD) services;
- Foster the positive experience of students who undertake placements in mental health and wellbeing, and AOD services;
- Establish new relationships and collaboration between services and education providers.

Positioned within the new Collaborative Practice Centre, we have three new full-time Project Officer Interprofessional Student Placement roles who will assist the team with the implementation of this 2-year project. The roles have a strong engagement, project management and service improvement focus within the complex settings of university and Mental Health and AOD health provision, and the intersection of these two environments. Each project officer role will work interprofessionally to support staff and students from six programs within the Faculty of Medicine, Dentistry and Health Sciences which are:

- Master of Nursing
- Doctor of Physiotherapy
- Doctor of Medicine
- Master of Psychology (Clinical Psychology)
- Master of Professional Psychology
- Master of Social Work and
- Master of Speech Pathology.

The successful candidates in these roles will support the team in leading an initial mapping of existing curricular, academic support resources for staff and students including current enablers.
for curriculum integration (eg. Professional practice e-portfolios), and existing clinical support resources for students and clinical educators. Project officers will also be key in leading engagement with existing placement providers to explore barriers and enablers to increasing student placements. Key stakeholders include:

- Academic and Professional Clinical Placement Coordinators within the six disciplines
- Collaborative Practice Centre staff
- Clinical educators at service providers
- Other relevant university committee and working groups

These roles will be integral in assisting collaborative team solutions to increase the quantity and, enhance the quality of student placements in these settings.

These new exciting roles will be supported by the Lead- Healthcare Partnerships and Lead-Curriculum and other staff within the Collaborative Practice Centre, and will work interprofessionally to support staff and students engaging with clinical placements in Mental Health and AOD settings.

The successful candidates will have a relevant tertiary degree, a high level of project and stakeholder management skills, and passion for working to improve clinical education experiences for staff and students.

These roles would suit someone with at least 3 years of experience of a mixture of:

- Relevant healthcare/student placement settings and/or
- Relevant health/social care project management experiences, including mapping, stakeholder engagement and managing project deliverables.

These roles may suit health professionals currently working as a Grade 2 allied/social health care professional, Division 1 Nurse or equivalent or other professions and professional roles with experience of student placements in the mental health and AOD sector.

Reporting line: Lead – Healthcare Work Partnerships, Collaborative Practice Centre

No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: 0

1. **Key Responsibilities**

1.1 **PROJECT MANAGEMENT**

- Provide project management by working with clinical placement providers, clinical educators, academic and professional clinical placement coordinators from the six disciplines to achieve the project aims
- Work with university administration, committee and working groups to meet the goal of promoting mental health careers to students
- Project management activities throughout the 2-year project including leading, organising and managing regular project team meetings, undertake mapping of current placement providers and existing curricular resources, engagement with current placement providers and identification of, and engagement with, new placement providers as relevant, to explore barriers and enablers to student placements,
- Collect and collate feedback from students, academic, service proved and other relevant health networks, that may include complex or sensitive issues, about student placement experiences in mental health and AOD settings
• In collaboration with the project team, lead the development and implementation of new placement supports for students and clinical educators that address identified needs or gaps
• Ensure all documentation, lists and databases are kept current and up to date
• Undertake other duties commensurate with position level or as directed by supervisor.

ENGAGEMENT AND COMMUNICATIONS

• Foster greater collaboration between the tertiary education sector and the mental health and AOD sector to respond to changing workforce needs as identified by services and strengthen relationships between the sectors.
• Establish and maintain a positive working relationship with placement providers and academic Clinical Placement Coordinators within the six programs ensure smooth on-boarding and quality of student placement experiences
• Actively listen to diverse needs and priorities of mental health and AOD service providers and Clinical Placement Coordinators and synthesis and report back to project team and stakeholders

2. Special Requirements

• Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;
• This position is primarily based at the Parkville site, with some flexibility of work location when possible around work tasks and responsibilities. NOTE current placement and service providers are predominately based in Melbourne
• Unrestricted right to work in Australia

3. Selection Criteria

1.2 ESSENTIAL

• A relevant qualification at degree level and at least three years’ experience in a student placement setting and/or equivalent combination of relevant training and experience to meet the key responsibilities
• Strong project management and organisational skills, and the ability to lead project activities including project team meetings, mapping and scoping exercises
• Excellent interpersonal and communication skills, the ability to develop productive working relationships
• Ability to maintain discretion and confidentiality at all times.
• Demonstrated understanding of customer journey mapping and customer service communication and engagement
• Demonstrated experience successfully engaging with external stakeholders and building relationships
• Ability to disseminate project findings in reports, workshops and meetings utilising a high-level of written, verbal and interpersonal communication skills
• Demonstrated initiative for process improvement and problem solving.
• Demonstrated commitment to cultural diversity and a working knowledge of equity, including commitment of the Faculty values of: Collaboration & Teamwork, Compassion, Respect, Integrity and Accountability

1.3 DESIRABLE

• Experience and established relationships in mental health and AOD settings or other health clinical placement settings
• Understanding of public mental health landscape and familiarity with Victoria’s Mental Health and Wellbeing Workforce Strategy 2021-2024
• Demonstrated ability to respond effectively to changing circumstances and prioritises
• Demonstrated experience in interprofessional healthcare collaboration

1.4 OTHER JOB RELATED INFORMATION

• This position requires the incumbent to hold a current and valid Working with Children Check.
• A valid Driver’s Licence, with an ability and willingness to travel between University and service providers in order to attend site specific meetings or in-person engagement is required

2. Job Complexity, Skills, Knowledge

2.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under routine supervision to general direction depending upon experience and the complexity of the tasks.

The incumbent will be supported by the Lead – Healthcare Partnerships and Lead-Curriculum within the Collaborative Practice Centre and as needed, the wider project team.

Level of supervision / independence

2.2 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;
• be able to initiate work and take responsibility for decisions relevant to role;
• perform a range of tasks of varying complexity; and
• provide information and advice using judgement, common sense and a knowledge of relevant policies and procedures.

Use sound judgement when managing sensitive or confidential information and when to refer to supervisor or upline.

Problem solving and judgement

2.3 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 the operations of the Collaborative Practice Centre and the interrelationships between the hospital, the academic departments and the Faculty.

The ability to adjust to new technology and systems implementation is essential.

Professional and organisational knowledge

2.4 INNOVATION AND IMPROVEMENT

The Project Officer – interprofessional Student Placement is responsible for efficient time management and effective use of work resources without compromising on quality.

Resource management

2.5 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 from internal and external organisations.

Breadth of the position

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 COLLABORATIVE PRACTICE CENTRE

https://mdhs.unimelb.edu.au/interprofessionaleducation

Interprofessional collaborative practice is key to the delivery of safe, efficient and integrated healthcare. The Interprofessional Education and Practice Development (IPEP) team was established in 2020, highlighting a Faculty commitment to ensuring that our health professional courses equip graduates with the knowledge, skills and attributes required to meet the health and social needs of the communities they serve. The health challenges posed by chronic disease, the community’s call for coordinated healthcare, particularly in light of the pandemic, and efficiencies required by healthcare institutions have further propelled the agenda for collaborative practice. Accreditation bodies now require evidence of interprofessional education and the achievement of collaborative practice competencies within university programs. Integrated and evidence-based learning opportunities are needed to prepare graduates to meet community expectations of collaborative practice.

A key priority in the Faculty’s Advancing Health 2030 Strategy is partnerships to advance healthcare and innovative educational approaches to develop graduates who are ready for collaborative practice in the workplace. In 2023, the IPEP team will transition to a new Collaborative Practice Centre, a key strategic initiative for the Faculty MDHS, with a commitment to transforming health through collaboration. The interprofessional education and practice portfolio have established a platform for learning, teaching and research in both the university and with health partners, and the Centre development represents the next stage in the University and partners’ commitment to improving collaborative practice in healthcare. An extended consultation period occurred in 2022 to establish a foundational strategy for the Collaborative Practice Centre. The Centre Manager, Collaborative Practice Centre is a new role that will provide key strategic and day-to-day support to the Centre’s activities across curriculum and educational research for students, staff and health partners. Insert information about Department or School

5.2 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

5.3 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.

5.4 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