Department of Medicine, Austin Health
Melbourne Medical School
Faculty of Medicine, Dentistry and Health Sciences

Program Co Ordinator

POSITION NO 0013253

CLASSIFICATION UOM 7

SALARY $102,338 - $110,780 p.a (pro-rata for part time).

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part-time (0.6 FTE)

BASIS OF EMPLOYMENT Fixed term position available for 1 year

OTHER BENEFITS http://about.unimelb.edu.au/careers/working/benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Elif Ekinci
Email elif.ekinci@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

The Program Coordinator works as a key member of the support team to Professor Elif Ekinci who is the Director of Australian Centre for Accelerating Diabetes Innovations (ACADI), Head of Diabetes at Austin Health, the Sir Edward Weary Dunlop Professorial Fellow in Metabolic Medicine and Dame Kate Campbell Fellow at the University of Melbourne.

The role provides outstanding executive support to the Professor and ensures a smooth workflow of the office enabling Professor Ekinci to function effectively across a wide range of clinical, research and departmental responsibilities and commitments.

This dynamic and rewarding role involves diverse responsibilities and will require excellent interpersonal communication, organisational and time management skills. Working in a fast-paced environment, the incumbent will use their comprehensive organisational skills, initiative and passion for helping others, to organise and coordinate the activities of the Professor in her extensive multifaceted duties and interactions with the University, ACADI, Austin Health and other national and international external bodies. The nature, diversity and scope of responsibility require the frequent use of discretion, initiative and independent judgement.

The Program Coordinator will often be required to undertake several concurrent tasks demonstrating excellent organisational, prioritisation and time management skills which are critical to this position.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability
1. **Key Responsibilities**

- Provide leadership and project coordination to ensure efficient operation of Professor Ekinci’s clinical and academic commitments.

- Liaison and communication with collaborating University and health service partners as well as commercial partners, ensuring all stakeholders are aware of requirements and deliver accordingly, to ensure all project milestones are met.

- Work as part of the CREDO (Centre for Research and Education in Diabetes and Obesity) Unit and flexibly support team-based activities and projects where required.

- Build and maintain strong and effective relationships across the University and partner organisations to ensure the efficient delivery of administrative services in a diplomatic way.

- Engage with individuals at all levels across the University and externally, with the ability to think flexibly and deal with a variety of queries and issues as the primary point of contact.

- Manage complex tasks and conflicting priorities using strategic planning, sound judgement and attention to detail.

- Work collaboratively with colleagues and contribute to team-based tasks.

- Any other duties as assigned by the Professor and the co-heads of the CREDO Unit, consistent with the incumbent’s experience and skill.

- Ensure compliance in line with requirements under the University’s risk management framework including OH&S, legislation, statutes, regulations and policies.

**Key Tasks will include:**

- Oversee Professor Ekinci’s complex schedule, ensuring accuracy and efficient operations across all aspects of her clinical, academic, health consultancy and international commitments.

- Build and maintain strong and effective relationships with the Department of Medicine at Austin Health, Medical Services Directorate at Austin Health, ACADI Unit at the University of Melbourne, University Faculty and administrative units to ensure the efficient delivery of administrative services.

- Preparing draft documents from multiple organisations ensuring the strictest of confidentiality and discretion, working closely with Professor Ekinci to ensure that proficient and informed decisions and actions can be taken.

- Being the primary contact point for the office handling administrative, clinical and academic queries, fielding inquiries and using University and Austin Health’s databases to a high degree of accuracy.

- Assist with the day-to-day operational tasks to ensure the smooth running of clinical trials as required.

- Submitting all relevant documents for Ethics approvals for Investigator Initiated Studies and monitoring the progress of the application for the PI as required.

- Submit contracts, agreements and various documentation requiring approval from either Austin Health or University of Melbourne and following through to full execution.

- Preparing and submitting applications for Honorary positions to either Austin Health or University of Melbourne as required.

- Administer and have oversight all honorariums for Professor Ekinci ensuring that correct payments are claimed and accounted for.

- Arrange travel itineraries and bookings, conference registrations and speaking engagements and travel diaries in compliance with university policy.
2. Selection Criteria

2.1 ESSENTIAL

- A tertiary degree or extensive or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience and confidence in working for senior executives within complex structures and environments.
- Excellent interpersonal communication skills with a demonstrated ability to utilise tact, empathy and understanding.
- Demonstrated capacity to undertake tasks independently and see them through to completion including a strong ability to use initiative to resolve issues.
- Demonstrated capacity to exercise sound judgment, diplomacy, tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner.
- Ability to provide support by applying strategic and critical thinking, integrating multiple factors and priorities.
- Demonstrated organisational and planning skills, including the ability to prioritise workload and plan and deliver multiple activities concurrently, particularly with the ability to be flexible and work to tight deadlines in a busy, ever-changing environment.
- Excellent attention to detail with high level of written and verbal communication and literacy skills, and demonstrated ability to deliver high quality correspondence, briefing papers and presentations.
- A high level of self-motivation, resilience, discretion and diplomacy coupled with a commitment to excellent client-focused service provision.
- Demonstrated ability to work independently and as part of a team.
- Advanced proficiency in the Microsoft Office suite including Outlook, Word, PowerPoint and Excel. Familiarisation with database programs and an ability to quickly learn complex systems.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent is expected to operate with a high level of independence for day-to-day activities and proactively determine tasks and priorities to achieve set goals. You will be required to be proficient in a range of the University and Hospital policies and procedures and will regularly be required to demonstrate this by applying such knowledge to various queries and assignments. This role does not have any direct reports.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position requires enthusiasm, initiative, flexibility and the ability to prioritise, problem solve and manage a wide range of activities. The ability to think strategically and consider multiple factors before acting is essential. You will exercise a high level of initiative and judgement and will work autonomously on a number of tasks. Teamwork is a core value of the team. Good judgement is expected about when to consult and escalate enquiries. Discretion, confidentiality and impartiality are required at all times.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have a sound knowledge of administrative and governance processes and project management and is expected to contribute to various team priorities, interpret and implement policy and carry out other duties as
required. The incumbent must comply with relevant Faculty and University policy and procedures and be aware of policy and procedures of external organisations from time to time.

3.4 **BREADTH OF THE POSITION**

The incumbent is required to provide a broad range of high-level assistance and coordination to support the ACADI staff, Fellows, PhD students and CREDO Trial staff as required. The incumbent may be required to interact with staff from other hospitals, medical research institutes, associations and medical centres. They will require excellent interpersonal skills and will deal with a diverse range of people.

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 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 deserve to service for excellence and reach the targets of Growing Esteem.

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: [http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel](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.

6. **Other Information**

6.1 **DEPARTMENT OF MEDICINE, AUSTIN HEALTH**


The Department of Medicine, Austin Health is a large research focused department in the University of Melbourne Medical School and is committed to high standards of teaching, research and clinical care. The Department has major programs in basic and applied research, has clinical responsibilities at Austin Hospital, and Heidelberg Repatriation Hospital and contributes significantly to the undergraduate teaching program for medical students. The research base is broad with significant funding from NHMRC and other competitive grant schemes. There are approximately 90 academic, technical and administrative staff, and over 90 students who are enrolled to pursue higher degrees from
6.3 MELBOURNE MEDICAL SCHOOL

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

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

Under the leadership of Professor Nicola Lautenschlager, MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics and Gynaecology;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,000 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,725 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of $165 million, the School’s research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School’s flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a $6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice’s continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School’s development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.
6.4 THE FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES

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 2013 gross revenue was in excess of $550M. Approximately 40% of this income relates to research activities.

The Faculty has a student teaching load in excess of 7,500 equivalent full-time students including more than 1,000 research higher degree students. The Faculty has approximately 2,200 staff comprising 700 professional staff and 1,500 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.

6.5 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.

6.6 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.

6.7 **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](https://about.unimelb.edu.au/strategy/governance)