Clinical School Officer (St Vincent’s Hospital)

POSITION NO 0037705
CLASSIFICATION UOM 5
SALARY $79,961 - $91,844 p.a. (Pro rata for part-time)
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full time (1.0 FTE)
BASIS OF EMPLOYMENT Fixed term until August 9th 2024
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
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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 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 Clinical School Officer provides a high level of administrative support to the Director of Medical Student Education (Clinical Dean), Clinical Sub Dean, Clinical Supervisors and the Clinical School Coordinator in the delivery of the University of Melbourne Doctor of Medicine (MD) at the St Vincent's Clinical School (SVCS). The Clinical School Officer is part of a small team who will share teaching and learning portfolios for delivery of the Doctor of Medicine (MD), at the SVCS. The team is required to work collaboratively to deliver a range of functions contributing to the effective delivery of student teaching and learning responsibilities within the SVCS. All team members perform important administrative duties and provide leadership and support within their team.

The position operates within a highly complex environment and is broad in scope. It requires a high degree of teamwork, an ability to prioritise and be student focused to deal with the range of functions and tasks involved in student and program administration for the MD program at the SVCS. Under supervision and direction, the position is responsible for delivering quality service to a range of stakeholders, including current and prospective students, academic staff, clinicians and professional staff at affiliated clinical 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.

This position reports to the SVCS Coordinator but is an integral part of the Department of Medical Education.

1. Key Responsibilities

- Comprehensive local administration of the MD program including: lecture and tutorial timetabling, allocations, assessments, examinations, curriculum planning and delivery, student services and information, for medical students during their terms at the St Vincent’s Clinical School
- Administer allocations and placements across St Vincent’s Health, Peter MacCallum Cancer Centre, and the Royal Eye & Ear Hospital for students in year 1 to 4 of the MD program, as well as inbound and outbound clinical electives.
Delivery of high-level customer service to internal and external clients both over the phone, via email and face to face

Provide accurate information and advice to students, academic and hospital staff

Establish and maintain a positive working relationship with St Vincent's Health and other health networks involved in student training (Royal Eye and Ear Hospital and Peter MacCallum Cancer Centre).

Collect and collate feedback from students and tutors referring more complex or sensitive issues to the Clinical School Coordinator

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

Processing of Student leave of absence applications.

Coordination of student assessment including support with written and clinical exams.

Provide technical support and lead improvement processes to ensure student systems are functioning to the demands of student programs and curriculum.

Deliver orientation programs for new SVCS students

Contribute to and support community engagement activities, including student related activities, St Vincent's Clinical School prizes and awards

Undertake other duties commensurate with position level or as directed by supervisor.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- A relevant tertiary qualification with subsequent relevant experience in administration and/or an equivalent combination of relevant training/experience in hospital or student administration.

- Excellent interpersonal and communication skills, including the ability to liaise effectively with a diverse range of people including, colleagues, senior staff and external stakeholders, in a professional manner showing integrity and diplomacy at all times.

- Demonstrated ability to work independently and as part of a team and contribute positively to team operations.

- Demonstrated commitment to providing excellent customer service.

- Demonstrated initiative for process improvement and problem solving.

- Ability to maintain discretion and confidentiality at all times.

- Well-developed organisation and time management skills.

- High level of proficiency in the use of standard application software such as the Microsoft Office suit.

### 2.2 DESIRABLE

- Experience in or an understanding of the health sector and/or higher education sector.

- Sound knowledge of the University’s policies and procedures.
2.3 SPECIAL REQUIREMENTS

- You will be required to work outside normal hours during peak periods including student events, clinical examinations and orientation weeks.
- This position requires the incumbent to hold a current and valid Working with Children Check.

3. Job Complexity, Skills, Knowledge

3.1 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 may supervise or co-ordinate others to achieve objectives.

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;
- 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.

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.

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 from 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 MELBOURNE MEDICAL SCHOOL

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.

6.2 FACULTY OF MEDICINE, DENTISTRY AND 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 $628m 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.

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