Appointment of
Head of Department, Medical Education
Melbourne Medical School
Faculty of Medicine, Dentistry and Health Sciences

Photographer Phoebe Powell’s ‘Thank you’ photo essay commissioned by the Metro Tunnel Creative Program. Photograph by Phoebe Powell.
Our Faculty

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) is Australia’s pre-eminent medical, health sciences and biomedical faculty and is recognised for its research, teaching, training and policy leadership across all of these fields.

The Faculty employs more than 2,500 members of staff, attracts more than 8,300 students each year and comprises six schools; 37 departments, centres and institutes; and 160 courses. It contributes almost 50 per cent of all research conducted across the University.

The Faculty is Australia’s overall leader in clinical, pre-clinical and health sciences and is ranked 11th globally in 2021 by the Times Higher Education World University Rankings. In 2021 the Academic Ranking of World Universities ranks the University of Melbourne as first in Australia in clinical medicine (14th internationally), public health (16th internationally), human biological sciences and medical technology. The University educates more health professionals, graduates, research and higher degree students and attracts more national competitive funding than any other Australian university.

Consistent with the introduction of the Melbourne Model, the Faculty offers a suite of professional entry masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Surgery (DDS), and the Doctor of Physiotherapy (DPT). There are also a number of other successful graduate level programs, including the Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry, and many more in nursing, social work, health sciences and psychology.

Co-authorship with more than 140 countries in the last five years. Top five countries are United States, England, Canada, Germany and the Netherlands.

Annual research income of more than AUD$ 385 million in 2020: 50% of the University of Melbourne total.

More than 6,000 peer reviewed publications every year: >40% of publications include an international co-author.

Approximately 2,300 graduate research students conduct research supervised by over 1,500 staff and honoraries across the Faculty’s six schools and in affiliated health services and research institutes.

University departments are embedded in a range of health services including the Austin Hospital, Northern Hospital, Royal Melbourne Hospital, St Vincent’s Hospital, The Royal Women’s Hospital, Royal Children’s Hospital, Western Hospital, Mercy Hospital and rural partners such as Goulburn Valley Health.

The Faculty employs over 2,200 academic staff and more than 800 professional staff. A large portion of our workforce are located in hospital-based departments. The Faculty also has over 4,000 honorary staff including hospital-based staff and those from partner institutions.

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These programs which are unparalleled in the Australian higher education system provide new approaches to educating healthcare professionals and are specifically designed to better align student attributes to the sector’s needs.

Please see study.unimelb.edu.au for further information.

The Faculty has strong collaborative links within the Melbourne Biomedical Precinct, as well as with many leading national and global research institutes, clinical centres and health-related industries. These collaborations provide students, researchers, educators and clinical academics with excellent resources and infrastructure. They have led to significant medical breakthroughs and fostered new world-class facilities such as the Victorian Comprehensive Cancer Centre, Melbourne Brain Centre, Doherty Institute, Bio21 Institute and Royal Children’s Hospital.

**Melbourne Biomedical Precinct**

The Faculty is a key collaborator within the Melbourne Biomedical Precinct – a leading global research and teaching hub and one of the top five biomedical precincts in the world. Precinct partners share an impressive history of ground-breaking medical discoveries and developments, as well as a future-focused outlook on innovative and transformative health care.

Key precinct partners include Walter and Eliza Hall Institute, Murdoch Children’s Research Institute, Peter MacCallum Cancer Centre, Florey Institute for Neuroscience and Mental Health, Centre for Eye Research Australia and Bionsics Institute. The 25 precinct partners, located within easy reach of each other, are engaged in breakthrough research, education and the delivery of clinical care and health services. This dense concentration of hospitals, research institutes and academic campuses provides the opportunity, which is unparalleled in Australia, for talented individuals from a range of disciplines to engage in world-class collaborations.

For more information about the Biomedical Precinct please visit www.melbournebiomed.com.

**Melbourne Academic Centre for Health (MACH)**

MACH is a joint venture between 19 full partners, including 10 Victorian healthcare providers, 8 independent medical research institutes and the University of Melbourne, with La Trobe University as an affiliate member. Across this partnership, which has nearly 40,000 staff, around $7 billion is invested each year in health care, research and education. The MACH partnership brings together health services and health scientists committed to translation of interdisciplinary research that will benefit patients and strengthen the economy. MACH addresses current health challenges by delivering precision care tailored to the needs of patients, developing world-leading research into tomorrow’s healthcare and nurturing future leaders of innovative care.

For more faculty information, please visit our website at mdhs.unimelb.edu.au
Our Values

Caring for people is at the heart of what we do. Our Faculty values guide our ways of working and we are committed to a diverse and inclusive culture that enables our staff and students to reach their full potential. This includes our commitment to progressing gender equity which is aligned with the University’s Athena SWAN Bronze Award from SAGE (Science in Australian Gender Equity), and championing the Pride in Action Network, the University’s inaugural LGBTQIA+ ally network.

We work to improve the health and wellbeing of the communities we serve. We invest in developing the careers and wellbeing of our students and staff, fostering a culture that supports us all to do our best work. We are guided by our values in our pursuit of excellence.

Respect
- We respect the diversity of histories, lived experiences and futures of our students, staff and communities we serve
- We see diversity, inclusion and personal growth as a strength
- We create a safe place to work that fosters belonging and aspiration

Accountability
- We are accountable for our actions, outcomes and conduct
- Our processes are efficient and transparent
- We hold ourselves accountable to those we serve
- We uphold our sense of place and our responsibility for the environment

Compassion
- We provide an environment that is caring and upholds the health and wellbeing of our students and staff
- We have the courage to act on our convictions
- We communicate and clarify our expectations of each other

Collaboration & Teamwork
- We collaborate with each other and our partners to lead the advancement of health and wellbeing
- We connect locally and globally to advance and enrich the communities we serve
- We share our knowledge and expertise to achieve our goals
- We drive innovation and are open to new perspectives, ideas and ways of working

Integrity
- We apply the highest standards of ethics and quality in all that we do
- Honesty and trust underpin our relationships
- We believe in freedom of intellectual enquiry and the value of diverse cultural knowledges
- We are humble learners and proud leaders

Artist statement: This artwork depicts the united values MDHS are guided by. The shields are a representation of how we are protected by these values but also loyal to them. Surrounding the shields are the communities that are connected to MDHS, such as the Hospitals and research centers. The line work pattern in the shields represent how each value is linked as each one doesn’t work without the other – Kat Clarke

Wurundjeri translation – Aunty Gail Smith, Wurundjeri Elder from Wurundjeri Council
Our Faculty is ranked among the top in the world for its impact, innovation, education, prosperity and growth. We equally recognise and celebrate our rich diversity across our staff and student populations. The University is recognized as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of the Athena SWAN in Australia. We were also recently awarded a bronze award on the Australian Workplace Equity Index (AWEI) with significant contributions to achieve this coming from our Pride in Action networks initiatives.

We offer the opportunity to be part of a growing list of networks and initiatives across the Faculty such as the Supporting Women in MDHS (SWiM) program, including mentoring, Women Clinicians in Academic Leadership, Pride in Action network, Indigenous Development network, Early Career Researcher network, Professional Leaders network and our Faculty Administration network.

We are creating new traditions and continually expanding our offer to our people to ensure we provide a welcoming and inclusive environment for you to thrive and exceed your own expectations. As a member of our University community, you will have access to:

- Increased flexible work possibilities including flexible hours and work from home options
- Paid parental leave and retention benefits
- Salary packaging of childcare
- Subsidised onsite sporting facilities
- A tailored transition plan to take on this new role
- Professional development opportunities including a University wide Academic Women in Leadership program
- Relocation support (where applicable)
- Strategic grants for outstanding Women
- Our campuses with 11 libraries, 12 museums and galleries and 37 cultural collections

We are integrating our values and behaviours into the way we work with a strong focus on leadership accountability. Our people’s safety and wellbeing are a top priority. We want you to feel safe in talking about mental health and trust that bullying, harassment, sexual misconduct and discrimination will not be tolerated.

Performance relative to opportunity is another important component of promoting an inclusive environment. This is also reflected in our recently announced momentum fellowships that are designed to support researchers who have managed extraordinary personal circumstances including disability.

Benefits can also be tailored to best suit your needs and circumstances. Speak with us about how we can support you to become a valued member of our dynamic world-class organisation.
Our School

Melbourne Medical School

Established in 1862, Melbourne Medical School (MMS) is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS has strong academic partnerships and groundbreaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

MMS spans all major fields of medicine and is comprised of thirteen clinical departments. MMS has more than 1200 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria.

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.

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.

In support of its diverse and inclusive culture the School has introduced initiatives and programs including: the MMS Strategic Grants for Outstanding Women which is co-sponsored by health service partners and the MMS Indigenous Development Grants for the professional development of Aboriginal and Torres Strait Islander staff, prospective staff and graduate research students.

For more information, please visit medicine.unimelb.edu.au

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Melbourne Medical School
Interim Head of School: Prof Nicola Lautenschlager

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Our School Interim Head of School: Prof Nicola Lautenschlager

A diverse and highly relevant portfolio of training programs, with over 600 higher degree by research candidates.

Deep partnerships with health services across the communities we serve with 2296 honorary appointees contributing their expertise.

High impact and clinically relevant research environment, resulting in a 45% increase in funding since 2017.

Accountable commitment to a highly engaged workforce, with more staff than ever transitioned to continuing contracts and 42% of Professorial positions occupied by women.
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. The department employs 160+ fixed-term and permanent staff in collaboration with our health service partners to deliver the education, research and engagement activities of the department. This is complemented by a large, actively engaged network of over 180 honorary staff.

As the first Australian professional entry masters level medical 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, and partner organisations.

In 2022, the Melbourne MD was relaunched to increase opportunity for customisation within the medical degree. While a central, assessable core of content will be delivered, the redesigned Melbourne MD gives students the ability to choose different pathways so that they each achieve the same course outcomes while focusing on areas that truly interest them.

The Department also 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 on 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 supports a growing area of research and scholarship focused on medical and health professional education.

Position Summary and Selection Criteria

Position Summary

The Head of the Department of Medical Education in the Melbourne Medical School is responsible for leadership of the discipline of medical education within and beyond the University. An integral part of the leadership team of the School, this position reports to the Head of the Melbourne Medical School.

The Head provides academic leadership in education, teaching, research and clinical care. The incumbent is expected to make innovative and distinctive contributions to the discipline of medical education.

The Head of Department will build successful partnerships within the Department, School, Faculty and wider University. Working closely with the Faculty’s Associate Dean (Learning and Teaching) and in support of its new Collaborative Practice Centre, they will foster effective collaborations and promote excellence in research and academic medical education. The Head will also be responsible for building strong links with health service partners and the wider medical education community including the Royal Colleges (responsible for specialty postgraduate training).

A key responsibility for this position is the coordination and delivery of the Doctor of Medicine (MD), the Melbourne Medical School’s flagship program. A major redesign of the curriculum which allows students to build their own personalised medical degree is at a crucial stage in the second year of its roll out. With core units available online and research options commencing in the first year, this position will oversee the continued development and refinement of the redesigned program.

The Department also delivers high quality research-informed postgraduate and professional development programs for health professionals, with courses in clinical teaching, leadership and research designed for busy clinicians across health care disciplines. These programs not only meet important workforce needs, but also create pathways to a PhD. The Department has a vibrant stable of scholars in medical and health professions education, and there is a strong vision to further strengthen research to benefit local and international medical education.

Joining a team that is committed to the principles of enterprise leadership, the role calls for an ethical and insightful leader capable of aligning diverse academic and clinical stakeholders to ensure that the School’s graduates are well prepared to meet the demands of the future health workforce. The Head of Department will have an outstanding international reputation in medical education, understand the importance of bringing academic excellence to bear on educational delivery, and have a personal commitment to the pursuit of exceptional learning outcomes across the School and wider Faculty. Most importantly, they will foster a values-based culture of innovation and creativity where diversity is celebrated.

This position description should be read in conjunction with the University of Melbourne Academic Career Benchmarks & Indicators.

1. Key Responsibilities

1.1 SERVICE AND LEADERSHIP

- As a senior member of the School, provide leadership and foster a culture of excellence in research, teaching and community engagement for improved capability across the Department, School, Faculty and University overall.
- Foster and maintain the strong and cooperative partnerships within the Department, School and Faculty, promoting effective collaborations and excellence in research and academic medical education.
- Lead the strategic planning and policy decision making processes of the Department, ensuring alignment with School and Faculty priorities through active contribution.
- Effectively demonstrate and promote University values including diversity and inclusion and ensure ethical conduct in and by the Department.
- Contribute to leadership through active participation in Melbourne Medical School Executive, MD Governance and other committees, working groups and initiatives and relevant Faculty and University committees.

1.2 TEACHING AND LEARNING

- Lead the continuous development of the curriculum of the Melbourne Medical School’s flagship program, the Doctor of Medicine, including the design and implementation of innovative new flexible learning pathways.
- Cultivate a culture of excellence in education and educational innovation in medical education.
- Play an active role in maintaining academic standards in the development, implementation and evaluation of the Doctor of Medicine curriculum and associated assessment.
- Oversee the delivery of a range of postgraduate and professional development programs for health professionals and clinicians in areas such as clinical education, clinical research and clinical leadership.
1.3 RESEARCH AND RESEARCH TRAINING
- Mentor staff and develop excellence in research and research training within the Department of Medical Education, supporting the development of active research programs of self and others.
- Support the development in the Department of collaborative, cross-disciplinary research initiatives with national and international partnerships within and beyond the University, securing research grants and external research income that build institutional capacity and create opportunities for early career academic development.
- Contribute to the planning and supervision of research programs of study for postgraduate, coursework masters, and research elective undergraduate students.
- Lead and facilitate translation of educational research into practice and promote close working relationships between staff across the Department and the health services.

1.4 ENGAGEMENT AND ADVANCEMENT
- Provide high level leadership in medical education both within professional organisations as well as in the community and seek new opportunities for enhancing the international standing of the Department and University more broadly.
- Build collaborative programs with Centres and hubs across the Faculty and University.
- Champion ethical debate, research, education and community engagement in medical education and related disciplines and participate in public discussion about important national issues relating to the medical education.
- Participate actively in Alumni relations and Advancement activities of the Melbourne Medical School and Faculty of Medicine, Dentistry and Health Sciences.

1.5 STAFF SUPERVISION
- Undertake probationary and performance management processes, ensuring you have regular conversations with staff and provide positive and constructive feedback to enhance staff and team performance.
- Provide coaching, guidance and support for career planning, ensuring staff have access to appropriate professional development activities.
- Understand your responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements.
- Ensure new staff participate in the University’s induction program and provide a localised work area orientation.

1.6 DEPARTMENTAL GOVERNANCE
- Lead and develop a strong governance framework to support the effective management of the Department.
- Take overall accountability and responsibility for the human capital of the Department including that of the Department’s Clinical Schools.
- Allocate and monitor workload to ensure the effective and efficient performance of the Department’s teaching, research and service functions, addressing associated issues in a timely manner.
- Promulgate and implement the University’s policies within the Department.

1.7 FINANCIAL AND INFRASTRUCTURE MANAGEMENT
- Manage Department finances including the establishment of budgets and planning for equipment, other infrastructure expenditure and monitoring of expenditure against allocations.
- Active pursuit of opportunities to increase revenue for the Department such as philanthropic gifts and fee for service contracts.
- Manage and maintain University space and resource infrastructure on the campus including oversight of shared educational spaces.
- Ensure compliance with legislation, University policy and regulations and financial management and reporting requirements.

2. Selection Criteria

2.1 ESSENTIAL
- A Research Higher degree or other equivalent qualification in a relevant field (ideally medical education).
- International standing and demonstrated leadership in the field of medical education.
- Demonstrated high level leadership experience and management skills in a complex and changing environment.
- Capacity to provide a sound framework to ensure appropriate staff guidance and management for performance.
- Demonstrated ability to foster a culture of innovation and collaborative practice.
- Demonstrated ability to identify and exploit new opportunities in education, research or the provision of services which would benefit the Department of Medical Education and wider School.
- Exceptional interpersonal and communication skills, with proven success in working collaboratively with diverse stakeholders including academic peers, clinicians, industry, community, policy makers and government.
- The ability to effectively represent the interests of the discipline, the School/Faculty and the University in the wider community.
- Evidence of ethical leadership and the valuing of diversity, working effectively with individual differences.
- Demonstrated ability and experience with the implementation of change initiatives including cultural, organisation and work practice changes.
- Experience and proven success in the management of quality and safety, finances and human resources within a similar setting.

2.2 DESIRABLE
- A qualification registrable with the Australian Health Practitioner Regulation Agency is highly desirable.
- A sound understanding of the impact on the University of changes in the Higher Education sector in Australia.
- Success in obtaining research grants and external research income (with emphasis on competitive, international and peer-reviewed).
- An internationally renowned program of research in medical education.
- Demonstrated experience in curriculum development and improvement of student experience.
Our Strategic Plan

Advancing Melbourne 2020 – 2030

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.

More information about Advancing Melbourne can be found at about.unimelb.edu.au/strategy/advancing-melbourne.
Our city

**Geography**

Melbourne is the capital city of Victoria - and is the second largest city in Australia with a population of more than 5 million people and a metropolitan area of 9990.5 km². The Economist Intelligence Unit has rated Melbourne one of the world’s most liveable cities for six consecutive years, based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University’s main Parkville campus is based, covers 37.7 km² and has a population of more than 143 000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is home to residents from 180 countries who speak more than 233 languages and dialects and follow 116 religious faiths. The Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung people of the Kulin Nation are the Traditional Owners of the land now known by its European name of Melbourne.

The City of Melbourne is recognised as Australia’s cultural capital with a number of world-class galleries and museums, internationally renowned food and wine regions, and an impressive year-round calendar of events catering for all tastes.

**Parkville Campus**

The Parkville campus provides easy access to cafes, shops and services; libraries with extensive collections; as well as cultural and sporting facilities. Nearby Lygon Street is home to a huge variety of cafes and shops while the northern end of the University is adjacent to the popular Princes Park, hosting a range of outdoor activities.

Parkville is recognised as the hub of Australia’s premier knowledge precinct, comprising eight hospitals as well as numerous leading research institutes and knowledge-based industries. Although a sizeable portion of the Faculty of Medicine, Dentistry and Health Sciences is located in Parkville, the Faculty also has academic departments co-located at a range of health services throughout the Melbourne metropolitan area and rural and regional Victoria. These include St Vincent’s Hospital, The Royal Victorian Eye and Ear Hospital, Austin Hospital, Western Health, Northern Health as well as the Department of Rural Health based at Shepparton in the Goulburn Valley with health services affiliations to almost 40 smaller towns in rural Victoria.
Need further information?

General information about the University of Melbourne is available through its website at www.unimelb.edu.au

About the University of Melbourne
about.unimelb.edu.au

Faculty of Medicine, Dentistry and Health Sciences
mdhs.unimelb.edu.au

Melbourne Medical School
medicine.unimelb.edu.au

The University of Melbourne will be supported in its global search for this appointment by the executive search firm Perrett Laver. If you wish to discuss this role further in confidence or submit your application, please contact Laisrian Flynn at Laisrian.Flynn@perrettlaver.com or on +61 2 8075 4531, quoting reference 6815.