

*The LIME Network - Faculty of Medicine, Dentistry and Health Sciences*

## Event and Project Co-ordinator – Leaders in Indigenous Medical Education (LIME) Program

<b>POSITION NO</b>	xxxxxxx  <i>Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).</i>
<b>CLASSIFICATION</b>	PSC 7
<b>SALARY</b>	\$88,171 - \$95,444 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full-time / part-time (0.6-1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term contract to 30 June 2020 Fixed term contract type: Externally funded contract employment
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Caitlin Ryan Tel +61 3 9035 8294 Email <a href="mailto:ryanc@unimelb.edu.au">ryanc@unimelb.edu.au</a>  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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Under the direction of the Project Manager, the Leaders in Indigenous Medical Education (LIME) Event and Project Co-ordinator will take a lead in the coordination, planning, and implementation of key projects and events of the LIME Network. These include the LIME Connection international conference, stakeholder meetings, seminars and other events. The position will also take a lead in budget development and maintenance of the LIME Connection conference and will contribute to financial and narrative report writing with regards to this event and the overall project. This role will involve developing communication materials relating to the conference and other events and will involve some staff and/or volunteer management.

This position requires a keen and dynamic individual, with the ability to be a team player, and a desire to contribute to an exciting program at the cutting edge of improvements in Aboriginal and Torres Strait Islander health and medical education.

The LIME Network is a dynamic network dedicated to ensuring the quality and effectiveness of teaching and learning of Indigenous health in medical education, as well as best practice in the recruitment and graduation of Indigenous medical students. It is a program of the Medical Deans Australia and New Zealand, funded by the Australian Government Department of Health, and is hosted by the Faculty of Medicine Dentistry and Health Sciences at The University of Melbourne.

*More information on the LIME Network is available at: [www.limenetwork.net.au](http://www.limenetwork.net.au)*

### **1. Key Responsibilities**

Under the direction of the LIME Project Manager, the LIME Event and Project Co-ordinator will plan and implement strategies to ensure the overall objectives of the LIME Program are met, including:

- ▶ Coordinate a large international biennial conference including maintenance of committees, planning and coordination of the abstract submission process and overall speaker program, site planning and associated administrative tasks.
- ▶ Prepare and manage planning and budget requirements for the LIME Connection conference and other events and ensure timely reporting on these to Medical Deans and the Commonwealth.
- ▶ Contribute to the development and maintenance of stakeholder reference groups of medical educators and Network members, and liaise appropriately with representatives from Indigenous communities.
- ▶ Contribute to other projects that support the LIME Network to achieve its aims and objectives.
- ▶ Develop and maintain the LIME Network website and associated materials.
- ▶ Work with information technology professionals to develop high quality public information, website and database initiatives that contribute to the ongoing development and consolidation of the LIME Network.
- ▶ Represent the LIME Network at international conferences and other events.
- ▶ Supervise other program staff/volunteers.
- ▶ Other duties as directed consistent with the classification of this position.
- ▶ 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 degree with substantial relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience in coordinating and overseeing large conferences including maintenance of committees, planning and coordination of the abstract submission process and overall speaker program, site planning and associated administrative tasks including budgets and financial and narrative reporting.
- ▶ Demonstrated capacity to manage and coordinate stakeholder meetings.
- ▶ A demonstrated knowledge and deep understanding of Indigenous communities and cultures, and the issues of concern to these communities.
- ▶ Highly developed interpersonal and verbal communication skills with the ability to liaise and work effectively with a range of people including students, academics, representatives from external bodies, governments and the Indigenous community.
- ▶ Excellent written communication skills.
- ▶ Ability to work autonomously with considerable independence and as part of a team.
- ▶ Demonstrated skills in leading and motivating staff/ a team.
- ▶ High level problem solving skills with the ability to exercise judgement and initiative, while maintaining commitment to achieving outcomes and creative solutions.
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines
- ▶ Excellent stakeholder engagement skills, including managing competing demands and stakeholder groups
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite

### 2.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector
- ▶ Experience in software such as InDesign and Illustrator.
- ▶ A current Victorian driver's license.

### 2.3 SPECIAL REQUIREMENTS

- ▶ Willingness to work outside standard University working hours if necessary. Time off in lieu for overtime worked is provided at the mutual agreement between the Event and Project Co-ordinator and their supervisor in accordance with University policy guidelines
- ▶ Some local, interstate and international travel will be required.

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

*The Event and Project Co-ordinator will exercise a high level of independence in undertaking the responsibilities assigned to this position, working closely with the Project Manager of the LIME Network Project. The Event and Project Co-ordinator is responsible for the scheduling and prioritisation of tasks to ensure that the LIME Network's objectives are met. The Event and Project Co-ordinator is expected to be proactive and demonstrate initiative in working with academic and professional staff and will have responsibility for some direction and management of other staff/volunteers as directed by the Project Manager, particularly in relation to the LIME Connection conference implementation. The Event and Project Co-ordinator will also be expected to be proactive in high level collaborations with the Medical Deans and medical educators across Australia and New Zealand.*

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

*The Event and Project Co-ordinator will be expected to exercise problem solving, judgment and discretion in the implementation of the projects and events for which they are responsible. In particular, coordinate processes and identify and analyse possible solutions to problems that might arise and independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied in order to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. The successful applicant will be expected to seek the advice of the LIME Network Project Manager on issues that will impact on the external and internal credibility and reputation to the LIME Network Project, colleagues working on the Program, and the relationships between the Program and Indigenous Australian communities and other stakeholders.*

*A high level of problem solving competency is required in this position as there is a need to engage with a range of stakeholders. Sensitive and sensible judgment is also required particularly in relation to the need for working in a culturally appropriate and safe environment.*

*Sound analytical and logical skills are required in this role and the capacity to collaborate with staff in a range of university settings will be required.*

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

*A detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities with the university is required. An excellent understanding of events and communications management, and the development and utilisation of resources to deliver agreed targets and strategies is also required. The successful applicant will be expected to have and/or develop a working knowledge of the Indigenous Australian Health sector and to demonstrate that they can operate effectively in a university context, in particular in relation to administrative, financial and human resources management systems.*

### **3.4 BREADTH OF THE POSITION**

*The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application. The Event and Project Co-ordinator will be expected to oversee and contribute to the planning, implementation and review of the LIME Network's projects, collaborations and events and as outlined in the Position description, and undertake other work as directed.*

## 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 desire to strive 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/topics/responsibilities/>*

*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

*[www.limenetwork.net.au](http://www.limenetwork.net.au)*

*The LIME Network is a dynamic network dedicated to ensuring the quality and effectiveness of teaching and learning of Indigenous health in medical education, as well as best practice in the recruitment and retention of Indigenous medical students and trainees.*

*We do this through establishing a continuing bi-national presence that encourages and supports collaboration within and between medical education institutions in Australia and Aotearoa/New Zealand and by building linkages with local Indigenous communities and with other health science sectors.*

*The LIME Network is a program of Medical Deans Australia and New Zealand and receives funding from the Australian Government Department of Health.*

## 6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](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 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 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

*Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>*

*The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the*

*University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.*

*The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy Research at Melbourne: Ensuring Excellence and Impact to 2025 aspires to a significant advancement in the excellence and impact of its research outputs.*

*<http://research.unimelb.edu.au/our-research/research-at-melbourne>*

*The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:*

- ▶ *Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.*
- ▶ *Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.*
- ▶ *Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.*

*Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.*

## **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 <http://www.unimelb.edu.au/governance>*