# Department Coordinator

**POSITION NO** 0060483  
**CLASSIFICATION** UOM 6  
**SALARY** $92,749 - $100,397 p.a. (pro-rata for part-time)  
**SUPERANNUATION** Employer contribution of 17%  
**WORKING HOURS** 0.5 FTE  
**BASIS OF EMPLOYMENT** Fixed term available for 14 months  
**OTHER BENEFITS** [http://about.unimelb.edu.au/careers/working/benefits](http://about.unimelb.edu.au/careers/working/benefits)  
**HOW TO APPLY** Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](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**  
Janine Sala  
Tel 0481909634  
Email jsala@unimelb.edu.au  

*Please do not send your application to this contact*  

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For information about working for the University of Melbourne, visit our websites:  
[about.unimelb.edu.au/careers](http://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 Department Coordinator is a dynamic role that has responsibility for a diverse range of tasks in the Department of Obstetrics, Gynaecology and Newborn Health. This role supports the Head of Department, the Deputy Heads of Department and the Department Manager to ensure the efficient operation of the day to day management of the Department. The incumbent is also responsible for the site coordination of the administrative functions at the Mercy Hospital for Women (MHW) campus in Heidelberg, and will liaise closely with the department coordinator based at the Royal Women’s Hospital to ensure the Department runs smoothly as a single organisational unit.

Reporting to the Department Manager, the incumbent will be required to manage competing deadlines, prioritise tasks effectively, be self-directed, handle sensitive issues with discretion and confidently interact with internal and external stakeholders on a daily basis. It is expected that the incumbent have a strong understanding of the objectives, priorities and projects that lie within the responsibility of the Head and Deputy Heads of Department to assist in the achievement of the Department goals and delivery of the Department’s strategic vision. The incumbent will support the Head, Deputy Heads of Department and the leadership portfolios, such that they maintain a high level of personal productivity and effectiveness, working closely with other members of the Executive support team in a supportive and collegial environment.

The Department Coordinator role operates across a complex matrix environment which operates across multiple locations and partners with teaching hospitals.

The position of Department Coordinator acts as a site coordinator and as such has responsibility for the campus and departmental committee meetings and contributing to strategic planning days, undertaking departmental administrative tasks and ensuring these link appropriately into our hospital partner systems and processes (finance, HR, Ethics, IT-systems etc.). The Department Coordinator acts as an ambassador for the University through the provision of in-kind support to their Hospital partner and is a key point of contact with the hospital on day-to-day operational matters.

The role flexibly contributes to team-based tasks, providing back up support as well as performing tasks on an independent basis. 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 and Accountability.
1. Key Responsibilities

1.1 EXECUTIVE ADMINISTRATION SUPPORT

To effectively support the Head of Department (HoD), Department Manager and key members of the respective campuses to achieve the academic and research objectives of the Department and the Campus, providing an interface between the Head of Department and all members of the Department, the Campus, School, Faculty, University, Hospital, Community and granting bodies.

- Provide high level administrative support to the Head of Department, including maintenance of diary commitments, processing of credit card transactions, travel portal and associated travel itineraries, coordination of online processes for the Head of Department and Department Manager;
- Disseminate information from the HoD office to members of the Department and the relevant members of the campus as appropriate and contribute to the efficient flow of all correspondence to and from senior staff. Ensure and maintain effective systems for record management of correspondence (e.g.: emails, records, papers, etc.) including retention and dissemination.
- Undertake secretariat duties for Departmental and campus committees, including scheduling, venue & catering bookings, minute taking, action lists & follow up and collation and organisation of meeting papers.
- Support the effective running of Department events including committees, seminars, planning days and workshops as required;
- In liaison with the Department Manager and other administrative staff, prepare and coordinate HR paperwork, coordination of academic promotion, annual and triennial performance review paperwork; including the shepherding of honorary applications through the Department’s Academic Appointments and Promotions Committee
- Facilitate and coordinate the local processing of Faculty, University and Hospital corporate services activities (e.g., Finance, OHSE and research administration, including expense processing across both organisations)
- Assistance with preparing letter of award for department support funds and other specific trust awards/prizes

1.2 CAMPUS OPERATIONS, GENERAL ADMINISTRATION, TEAMWORK AND SERVICE DELIVERY

- Continually reviewing and developing administrative systems, local policies and procedures to ensure optimal administrative and service delivery efficiently and effectively within the matrix Department and Campus structure, taking into account the key linkages with hospital systems and processes. Within the context of the campus, and in consultation with the Department Manager, develop overarching policies and procedures that synergise those of the partner organisations for application to the local area.
- Manage local induction processes including facilitation of hospital ID and access, and liaising with staff in OHS, Graduate Research administration and other areas relevant to the new staff, student or visitor and participate in induction and onboarding of all personnel.
- Coordinate physical resources including the maintenance of Department’s IT equipment and asset register, allocation of space and movement of physical resources, and maintenance of key register;
- Maintain, review and coordinate updates to the Department website and intranet, and newsletter updates.
Maintain and monitor local Department supplies utilising the online University procurement process.

Oversee compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.

Contribute to the routine running of the Departmental Office at the respective campuses liaising with other administrative staff to ensure general administration duties are completed effectively and efficiently.

Other relevant duties as required.

1.3 OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL

Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

Undergraduate qualifications in a relevant discipline and/or equivalent mix of education and relevant experience

Previous experience working in a large complex and dynamic service-orientated research intensive or clinical environment.

Demonstrated excellent administration skills with a high level of attention to details and commitment to accuracy.

Excellent interpersonal skills and the ability to interact positively and discreetly where required, with staff and students from a broad range of backgrounds.

Ability to work independently as well as collaboratively and flexibly within a team to achieve results.

Excellent customer service and communication skills, including a demonstrated capacity to liaise and develop relationships effectively with a broad range of academic and professional staff and to contribute positively to developing a cohesive cross-campus department ethos.

Ability to contribute towards innovation and continuous improvement with respect to work processes, including supporting the implementation of new systems of working. Demonstrated ability to work flexibly and positively in the context of organisational change.

Excellent written communication skills including the ability to prepare reports, committee papers, agendas, minutes, and correspondence.

Advanced level of computer skills including a good knowledge of the Microsoft Office suite as well as the capacity to learn and use in-house administrative database systems.

Well-developed organisational skills, including planning, prioritising, monitoring and evaluating tasks to ensure the timely delivery of activities to meet deadlines in a changing and busy environment.

2.2 DESIRABLE

Knowledge of and proficiency in using University enterprise systems including Themis and Travel Portal

2.3 OTHER JOB RELATED REQUIREMENTS
3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position works under the broad direction of the Department Manager. The incumbent works collaboratively with the Head and Deputy Heads of Department and the Department Manager and will have the skills and experience relevant to the environment and tasks to be independently responsible for prioritising their own workload. Logistical location of the multiple campuses of the Department within teaching hospitals will require the use of initiative, knowledge and expertise to perform a range of tasks of varying complexity with minimal supervision.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will resolve problems independently by applying their detailed knowledge of relevant policy frameworks and governance. The position requires a thorough understanding of the University operational policies and procedures and the intersection with the respective hospital systems. The incumbent will have the ability to think creatively and consider a range of solutions with an awareness of the consequences and implications of the decisions made. The incumbent must have well-developed problem-solving skills and will take responsibility for tasks undertaken. The incumbent will manage multiple concurrent deadlines, whilst recognising that a flexible approach is necessary to ensure quality service provision. Continual improvement of processes is important as part of business improvement.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires excellent written and verbal communication skills and a high level of computer expertise and adaptability. The position also requires a sound understanding of the organisational structure, workplace culture and protocols and strategic objectives of the Department, Faculty and University, as well as knowledge of the hospital partner processes and systems. The incumbent will have the organisational knowledge to develop and implement local systems to ensure that operational and policy objectives and compliance are met.

3.4 RESOURCE MANAGEMENT

The incumbent contributes and is responsible for effective running of the office, including information flow and management of documentation and records.

The role requires an understanding of the hospital environment and is expected to liaise effectively with hospital and research administration in addition to University of Melbourne staff.

3.5 BREADTH OF THE POSITION

The position covers a broad range of high-level administrative and executive support activities, and the incumbent will liaise with a range of staff at a variety of levels across the University and with stakeholders such as partner hospitals and institutes, located locally, nationally and internationally. The position will coordinate a range of concurrent activities and needs to be able to act independently, manage complex information and communications processes.
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/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 DEPARTMENT OF OBSTETRICS, GYNAECOLOGY AND NEWBORN HEALTH


The University Department of Obstetrics, Gynaecology and Newborn Health* is responsible for teaching Obstetrics, Gynaecology and Neonatal Paediatrics, to MD medical students. Currently, each year approximately 350 medical students spend 8 weeks (across 4 rotations) attached to the Department during the third year of their medical course. In addition, there are graduate research students pursuing full-time or part-time research through the Department. These include Honours, Master of Biomedical Sciences and Doctor of Philosophy students. In Quarter 2 of 2023, there were approximately 37 graduate research students enrolled in the Department undertaking their PhD, including 2 under examination.

The **Vision** of the Department is to be an internationally recognised centre of excellence for academic Obstetrics, Gynaecology and Neonatal Paediatrics, and its **Mission** is to provide high quality academic services across a broad range of clinical, educational and research activities within its associated teaching hospitals, and especially at its major centres, the Royal Women’s Hospital and the Mercy Hospital for Women. Other associated teaching hospitals are the Joan Kirner Women’s and Children’s at St. Albans (part of Western Health), the Northern Hospital in Epping (part of Northern Health), the St Vincent’s and the Epworth Clinical Schools (and private hospitals) and the Ballarat
The University of Melbourne Hospital and Goulburn Valley Hospital (Shepparton), both of which are linked to the Department of Rural Health.

The Department is committed to establishing and maintaining a workplace culture consistent with the Faculty of Medicine, Dentistry and Health Sciences’ values of Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity.

The Department of Obstetrics, Gynaecology and Newborn Health has a strong research base with a history of significant competitive grant funding success from external, peer reviewed, grant awarding bodies. Particular areas of current research strength include maternal fetal medicine, neonatal paediatrics, women’s health, infectious diseases, gynaecological oncology and reproductive biology. In 2022, the Department received Commonwealth grant funding of $5.0m and State Government and Other grant funding of $4.7m. The Department is also very successful in attracting philanthropic income to support its research endeavours and is very thankful for the generosity of its donors.

Staff of the Department include clinical academics, research fellows, research assistants and other research support personnel, administrative personnel and a teaching staff associated with the various teaching hospitals involved in the delivery of the Department’s graduate teaching programme. As of December 2022, the Department has 89 fixed term and continuing staff (headcount). The Department is also grateful for its 135 honorary staff who contribute to and help to successfully deliver the teaching and research activities of the Department.

The origins of the University of Melbourne Department of Obstetrics, Gynaecology and Newborn Health can be traced back to 1924, when the Victorian Branch of the British Medical Association appointed a committee under the leadership of Dr J W Dunbar Hooper “to enquire into the condition of midwifery work” in Victoria.

*The Department name change from Department of Obstetrics, Gynaecology and Newborn Health to Department of Obstetrics, Gynaecology and Newborn Health was endorsed by the Vice Chancellor on 1st August 2023

6.2 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 John Prins, 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.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture: https://medicine.unimelb.edu.au/about/diversity-and-inclusion MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia’s leading medical school.

63 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 2010 gross revenue was in excess of $680M. Approximately 50% of this income relates to research activities.

The Faculty has a student teaching load in excess of 6,000 equivalent full-time students including more than 1,000 research higher degree students. The Faculty has approximately 1,600 staff comprising 500 professional staff and 1100 research and teaching staff.
6.4 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

6.5 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.

1. We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

2. 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.

3. 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.

4. 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.

6.6 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