



## Department of Rural Health

# Position Description

<b>Position Number</b>	<b>0056037</b>
<b>Position</b>	Project Coordinator, Rural Clinical School
<b>Classification</b>	UoM 7
<b>Salary</b>	\$98,402 - \$106,519 p.a. (pro rata for part-time)
<b>Superannuation</b>	Employer contribution of 17%
<b>Working hours</b>	Full-time (1.0 FTE)
<b>Basis of Employment</b>	Fixed term to 31st December 2024
<b>Location</b>	Shepparton
<b>Team</b>	<b>Rural Clinical School</b>
<b>Line Manager</b>	<b>Andreia Marques</b>

### CONTACT FOR ENQUIRIES ONLY

Andreia Marques  
Telephone: 0435 337 637  
Please do not send your application to this contact

**How to apply:** Online applications are preferred.  
Go to [about.unimelb.edu.au/careers](https://about.unimelb.edu.au/careers), under 'Job Search and Job Alerts', select the relevant option, then find the position by title or number

## Position Summary

The Department of Rural Health is a rural health workforce program aimed at supporting, enhancing and increasing the recruitment, retention and quality of the rural health workforce in Victoria. The Project Coordinator role will play an important role in the delivery of a range of innovative, improvement and engagement projects and initiatives.

Reporting to the Department Manager, the role will plan, develop and deliver projects, events and process improvement with a focus on relationship management and innovation.

The role will work with various Department, Faculty and University teams to identify and coordinate the specific inputs required, ensuring alignment and consideration is made to meet Rural Clinical School vision and strategy requirements.

The ability to navigate and source information from within the Department, School, Faculty and wider University to work collaboratively with colleagues and external partners. The role will manage a range of projects simultaneously and will therefore require excellent prioritisation, organisational and communication skills. The activities performed as part of this role will also require a high degree of initiative, autonomy, maturity, discretion and teamwork.

This position will be primarily based at the University of Melbourne's Shepparton campus and may be required to travel to and work from other campuses and sites from time to time. We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of Collaboration and Teamwork, Compassion, Respect, Integrity, Accountability.

We acknowledge and pay respect to the Traditional Owners of the lands upon which are campuses are situated

## 1. Key Responsibilities

### 1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- Work closely with and under the guidance of the Head of Department and Department Manager to help deliver Rural Clinical School projects and initiatives efficiently and in a timely manner.
- Coordinate and support the development and implementation of new projects to progress Rural Clinical School strategic initiatives.
- Provide efficient and timely project support, including monitoring, reporting and escalating (where necessary) on project actions, milestones and deliverables, ensuring progress of projects occurs and is in line with project objectives.
- Coordinate project management documents including but not limited to the project plan, budget, scope, as directed by the Department Manager.
- Prepare regular reporting requirements and relevant communications as directed.

### 1.2 COLLABORATION AND LEADERSHIP

- Working collaboratively with Rural Clinical School staff, build strong and engaged working relationships with key stakeholders.
- Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.
- Work closely with relevant key stakeholders to meet project milestones and objectives.
- Actively participate in team meetings and their outcomes.

### 1.3 INNOVATION AND IMPROVEMENT

- Contribute to the development, refinement and implementation of continuous improvement initiatives including processes and procedures.
- Champion, drive, and lead change including informing and educating staff about processes and systems.
- Identify and make recommendations for improvements to processes.

### 1.4 RESPONSIBILITY AND COMPLIANCE

- Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- Reliably follow communications protocols and/or policies as appropriate.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- A relevant degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education training.
- Demonstrated experience and the ability to coordinate and support complex projects involving a range of stakeholders.
- High level interpersonal and verbal communication skills with the ability to liaise and influence a range of people across all levels of the organisation and to effectively communicate analysis and advice to senior management
- A high degree of organisation and time management skills, including the ability to manage changing priorities and deliver competing deadlines, as well the ability to prioritise workloads, work well under pressure, and organise own work and that of others to meet deadlines.
- Proven ability to work autonomously and effectively as part of a team as well as a collaborative approach toward stakeholders to achieve goals and objectives.
- Proven ability to effectively problem-solve issues in a timely manner, providing sound advice and solutions in resolving issues with a customer centric approach.

### 2.2 DESIRABLE

- Experience working in Higher Education.
- Experience working with Aboriginal and Torres Strait Islander people in communities.

### 2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- As the Department of Rural Health is located over several regional campuses, staff are required to travel to, or work from, other sites and campuses as needed.

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

- The position works under direction of the Department Manager and under the general direction of project sponsors. This position will at times work autonomously and, sometimes will be required to make decisions guided by policy and precedent.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

- This position requires analytical, conceptual and problem-solving skills to ensure the effective coordination of stakeholders, projects and initiatives, with the goal of improving Rural Clinical School operations. It is expected that the incumbent would bring expertise and innovation in the resolution of problems.
- The position is expected to use judgement in activities relating to assigned projects and activities and has the discretion to innovate within the areas and take responsibility for outcomes. The role will undertake planning and projects which may require some resource allocation.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- The Project Coordinator will be expected to have a well developed understanding of administration and project work as well as contributing within a team environment, including a sound knowledge of the University, Faculty and School and how these structures inter-relate. The Project Coordinator will also be required to have a sound knowledge of University policy and procedures as well Departmental, Faculty and University strategic plans.

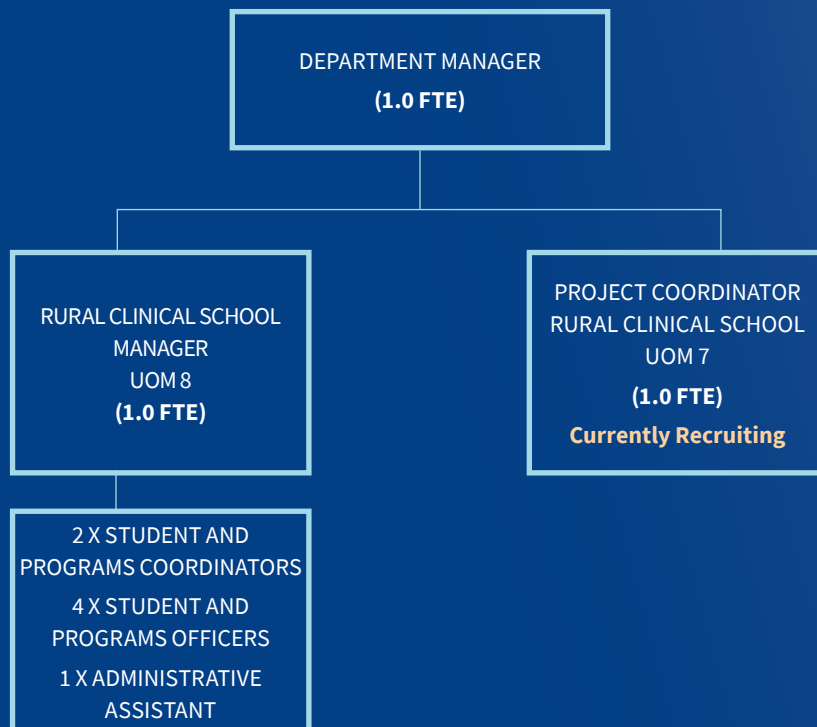
### 3.4 RESOURCE MANAGEMENT

- The position will be required to work to budgets and timelines on projects and may be required to organise or have input into events both within and outside the University, including the management and creation of purchase orders and invoices and reporting on expenditure.

### 3.5 BREADTH OF THE POSITION

- The position will be required to interact with a broad range of clients, within and outside the University. The Project Coordinator will be expected to build strong working relationships and networks with a range of stakeholders and effectively and appropriately interact with a variety of staff across the University, as well as with industry partners. It is important that the Faculty, Schools and University is professionally represented at all times.

# Organisational Chart

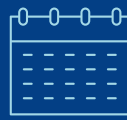


## Benefits



### FINANCIAL

COMPETITIVE SALARIES  
17% EMPLOYER SUPERANNUATION CONTRIBUTIONS  
SALARY PACKAGING  
17.5% ANNUAL LEAVE LOADING



### LEAVE

FLEXIBLE WORK ARRANGEMENTS  
PRENATAL LEAVE  
UP TO 24 WEEKS PAID PARENTAL LEAVE  
ABILITY TO PURCHASE UP TO  
8 ADDITIONAL WEEKS ANNUAL LEAVE PER YEAR



### HEALTH AND WELLBEING

DISCOUNTED MEDICAL TREATMENT  
CULTURALLY INCLUSIVE ENVIRONMENT  
REWARDING OPPORTUNITIES TO POSITIVELY  
IMPACT THE HEALTH YOUR LOCAL COMMUNITY  
FREE CONFIDENTIAL COUNSELLING SERVICES



### ADDITIONAL BENEFITS

STAFF RECOGNITION PROGRAM  
RELOCATION SUPPORT POLICY  
25% OFF FULL-FEE GRADUATE COURSES AND  
COMMUNITY ACCESS PROGRAM  
STUDY LEAVE POLICY  
PET POLICY – BRING YOUR PETS INTO WORK!



# Our Department

**The Department of Rural Health is a department within the Melbourne Medical School at the University of Melbourne. The Department is based in Shepparton, Ballarat, Bendigo (in partnership with Monash University and La Trobe University) and Wangaratta and has associations with more than 40 smaller rural towns in Victoria.**

The key purpose of the Department is to provide professional health education and research training in a rural context with an aim to increase the rural health workforce.

The Department works closely with the local community and healthcare partners to ensure that we remain relevant and connected. Our partnerships underpin our teaching and research. The Department of Rural Health is funded primarily by the Australian Government Department of Health's Rural Health Multidisciplinary Training (RHMT) Program. The aim of the RHMT program is to improve the recruitment and retention of health professionals in rural and remote Australia. The Department works towards this goal with various programs including: The Rural Clinical School, the University Department of Rural Health and The Goulburn Valley Regional Training Hub.

The Department also receives funding for other programs and research including the Centre for Excellence in Rural Sexual Health.



A diverse and highly relevant portfolio of training programs, including our redesigned Doctor of Medicine program and Rural Pathway.



Deep and engaged partnerships with health service providers across the communities we serve.



Active research environment with impact for rural health services and communities.



Opportunities for career progression, diverse roles and resourcing new activities.

# Department of Rural Health



## The Rural Clinical School (RCS):

Providing students with an excellent medical education and a rewarding rural experience.



## Centre for Excellence in Rural Sexual Health (CERSH):

Improving sexual and reproductive health in the regions that we serve.



## Goulburn Valley Regional Training Hub (GVRTH):

Providing support and education to medical students, interns and trainees to help create a sustainable future rural medical workforce.



### Campuses

Shepparton, Ballarat, Bendigo and Wangaratta.



## University Department of Rural Health (UDRH):

- **Going Rural Health (GRH):** Supporting allied health, nursing and health science students to complete rural clinical placements.
- **Aboriginal Health:** Providing education and research in Aboriginal Health with Aboriginal people.
- **Research:** Undertaking research with impact for rural communities in our region.

## WORKING IN THESE AREAS TO SUPPORT LOCAL HEALTH SERVICES AND WORKFORCE

*Note: not all programs cover all areas highlighted*



# Living and working on campus

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## **SHEPPARTON**

Shepparton offers a relaxed rural lifestyle with all the big city facilities. Its community is diverse and growing, boasting beautiful housing estates, a range of schooling options and significant sporting facilities and outdoor activities. The region is renowned as Australia's food bowl and is within easy driving distance to many popular destinations such as Echuca, Nagambie and Yarrawonga.

Living in Greater Shepparton | Great Things Happen Here

[Moving here - Greater Shepparton Council](#)



## **BALLARAT**

Ballarat is one of Victoria's biggest regional centres, and one of the closest to Melbourne, the City of Ballarat continues to surge ahead, it's a well-kept secret that more than 2,000 people move here every year, now attracted by Ballarat's incredible services, housing, employment, tourism and events.

[Visit Ballarat - Where there is so much to be discovered](#)



## **BENDIGO**

Bendigo is a vibrant contemporary regional centre, boasting beautiful streets created from one of the world's greatest gold rushes. Bendigo is jam-packed with creativity, great food, happening festivals and friendly locals.

[Explore Bendigo](#)



## **WANGARATTA**

Wangaratta is a picturesque town with a vibrant CBD. It neighbours renowned wine regions such as Beechworth, King Valley and Glenrowan and is situated at the foothills of the major Victorian ski resorts.

[Home Visit Wangaratta](#)



## Need further information?

General information about the University of Melbourne is available through its website at [www.unimelb.edu.au](http://www.unimelb.edu.au)

**About the Department of Rural Health (DRH)**  
[www.ruralhealth.unimelb.edu.au/](http://www.ruralhealth.unimelb.edu.au/)

**Department of Rural Health Brochure**  
[https://medicine.unimelb.edu.au/data/assets/pdf\\_file](https://medicine.unimelb.edu.au/data/assets/pdf_file)

**Faculty of Medicine, Dentistry and Health Sciences**  
[mdhs.unimelb.edu.au](http://mdhs.unimelb.edu.au)

**Melbourne Medical School**  
[medicine.unimelb.edu.au](http://medicine.unimelb.edu.au)

**Equal Opportunity, Diversity, and Inclusion**  
[about.unimelb.edu.au/careers/diversity-and-inclusion](http://about.unimelb.edu.au/careers/diversity-and-inclusion)

**Occupational Health and Safety**  
[safety.unimelb.edu.au/people/community/responsibilities-of-personnel](http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel)

**Advancing Melbourne**  
[about.unimelb.edu.au/strategy/advancing-melbourne](http://about.unimelb.edu.au/strategy/advancing-melbourne)

**Governance**  
[about.unimelb.edu.au/strategy/governance](http://about.unimelb.edu.au/strategy/governance)

**Murrup Barak, Melbourne Institute for Indigenous Development**  
[murrupbarak.unimelb.edu.au/employment/prospective-staff](http://murrupbarak.unimelb.edu.au/employment/prospective-staff)