POSITION DESCRIPTION

Centre for Digital Transformation of Health
Faculty of Medicine, Dentistry and Health Sciences

Digital Health Workforce Development Project Officer

POSITION NO 0054725

CLASSIFICATION UOM 6

Level of appointment is subject to relevant qualifications, skills and experience.

SALARY $87,007 - $94,181 per annum (pro-rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS 0.8 - 1.0 FTE (other part time options can be considered)

BASIS OF EMPLOYMENT Fixed term position available until December 2022 and renewable subject to funding until December 2024

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

How to apply

Online applications are preferred. Go to 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

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our websites: about.unimelb.edu.au/careers
Position Summary

The Digital Health Workforce Development Project Officer will assist in operationalising the Centre for Digital Transformation of Health’s Education and Workforce Development strategy through co-ordinating the Centre’s flagship professional development program - the Learning Healthcare System Academy. The Academy is an intensive project-based learning program that aims to equip healthcare professionals with the skills to work with data and digital health technologies to become the future leaders in the digital transformation of healthcare.

Reporting to the Digital Health Workforce Development Lead, the appointee will work within an interdisciplinary team in the Centre for Digital Transformation of Health and will be responsible for:

- co-ordinating the participation of healthcare professionals in the Learning Healthcare System Academy to ensure a high-quality learner experience
- liaising with healthcare organisations to organise agreements for scholarship payments and scheduling protected time to allow participants to attend consistently
- assisting with project start up requirements including ethical approvals, research governance approvals and data access agreements
- collecting and collating participant feedback and evaluation data

The ideal candidate will have experience working in a healthcare setting and extensive project co-ordination and administration experience. Experience in rostering, managing contracts and/or research governance will be highly regarded, as will the desire to grow a career in education and workforce development for the healthcare sector.

The Centre for Digital Transformation of Health is a joint initiative of the Faculty of Medicine, Dentistry and Health Sciences and the School of Computing and Information Systems that aims to significantly grow the field of digital health research at the University of Melbourne through creating the right environment for the type of inter-disciplinary, collaborative research that correlates with research excellence and impact to flourish.

1. Key Responsibilities

- Co-ordinating the participation of healthcare professionals in the Learning Healthcare System Academy by working with learners, their employing organisation, program teaching staff and curriculum developers to ensure that participants’ time for program attendance is consistently protected.
- Set up real and virtual classrooms for students and teachers.
- Provide administrative support to the Education and Workforce Development team and teaching staff for the Academy.
- Work with the Centre operational team and the legal and/or contracts teams at participating hospitals and the University of Melbourne to co-ordinate the review and execution of agreements that allow scholarship payments to participating sites.
- Work with participants to develop their applications for ethical approvals, research governance approvals and data access agreements, and co-ordinate submission to relevant committees.
- Work with the Education and Workforce Development team to administer survey or other participant feedback mechanisms, and collate data collected for evaluation and quality improvement purposes.
- Assist with convening Learning Communities for each learner which includes mentors and sponsors from the University, hospitals and general practice networks who will support project-based learning.
Position number 0054725

The University of Melbourne

 Assist in record keeping and reporting by minuting meetings, supporting funding management, and
ccontributing to tracking and preparation of documents to meet reporting requirements.

 Assist with preparing communications material relevant to the Learning Healthcare System
Academy e.g. website content.

 Undertake other tasks as required by the Digital Health Workforce Development Lead.

 Actively participate in and regularly contribute to Centre team meetings, staff meetings, and
seminars, and participate in other events as required.

2. Selection Criteria

2.1 ESSENTIAL

 A tertiary qualification in a relevant discipline.

 Relevant experience in administrative support and co-ordination of projects in the healthcare sector.

 Experience using and trouble-shooting virtual and audio-visual technologies e.g. Zoom for webinars

 Demonstrated understanding of research ethics and governance systems and processes.

 Strong interpersonal and verbal communication skills with the ability to relate effectively with a
range of people across all levels of participating organisations.

 Demonstrated ability to work independently and as part of a team.

 Excellent organisational and administrative skills and the ability to work with a high level of attention
to detail.

 Excellent written communication skills, including preparation of minutes, briefings and assistance
with reporting documents.

 Demonstrated problem solving skills with the ability to deliver creative solutions.

 A high level of self-motivation and initiative in the organisation of meetings and group activities.

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

2.2 DESIRABLE

 Progress towards a qualification in education.

 Experience using education platforms e.g. Canvas.

 Experience in support of research or quality improvement projects in hospital or primary care
settings.

 Experience in using Microsoft Teams as a collaboration platform.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

 The Project Officer reports to and operates under the general direction of the Digital Health
Workforce Development Lead and works closely with the Education and Workforce Development
team. It is expected that the incumbent will be able to work independently as well as have a demonstrated ability to work collaboratively as part of a team.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Project Officer is required to exercise a high degree of initiative, judgement, creativity and discretion and cultural sensitivity at all times.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Project Officer should have or be in a position to acquire a detailed knowledge of hospital and University policies and procedures relating to research project management including finance, reporting, contracts and HR. The Project Officer is expected to perform tasks which require proficiency in navigating existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives.

3.4 BREADTH OF THE POSITION

The position involves providing administrative support for the Learning Healthcare System Academy across the University and University-affiliated hospitals and general practice networks.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:
http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.
6. Other Information

6.1 CENTRE FOR DIGITAL TRANSFORMATION OF HEALTH

The Centre for Digital Transformation of Health is a cross-disciplinary centre that sits in the Faculty of Medicine, Dentistry and Health Sciences, and the School of Computing and Information Systems.

With a vision of connected healthcare, the Centre aims to address a critical gap in the translation of digital health research, which is clearly needed if the healthcare system is to benefit from research-led advances in digital health. The Centre aims to significantly grow the field of digital health research at the University of Melbourne through creating the right environment for the type of inter-disciplinary, collaborative research that correlates with research excellence and impact to flourish. Through bringing together researchers, educators, healthcare and digital health professionals, patients and the public, the focus on translation of digital health innovations into clinical practice will enable a future where the healthcare system is transformed through digital health innovation.

The Centre’s strategy is underpinned by connecting the strengths in health and medical research in the Faculty of Medicine, Dentistry and Health Sciences, to the strengths in informatics, computing and data science in the School of Computing and Information Systems and across the University to create a collaborative, inter-disciplinary ecosystem that supports translation to real-world research impact in the healthcare system. Its three strategic pillars are focussed on better use of health data, integrating digital health innovations into the healthcare system and upskilling the healthcare workforce.

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.3 SCHOOL OF COMPUTING AND INFORMATION SYSTEMS

https://cis.unimelb.edu.au/#about

The School of Computing and Information Systems (CIS) at the University of Melbourne is an international leader in information technology research and teaching.
CIS is one of the highest-profile schools in the country, regularly ranked top in Australia for Computer Science (2020 THE and QS). It is one of only two Australian divisions to be ranked “5 – Well above world standard” in both Information and Computing Sciences (FOR 08) and Information Systems (FOR 0806). CIS is at the forefront of computing research in Australia and overseas, with close links to major initiatives such as Melbourne Bioinformatics, IBM Research and CSIRO/DATA61 (formerly NICTA).

The School is committed to attracting and retaining the highest-quality staff available in order to produce outstanding and impactful research. CIS has highly successful research teams in the key areas of Computer Science (CS), Artificial Intelligence (AI), Human-Computer Interaction (HCI) and Information Systems (IS).

CIS provides majors in the three-year undergraduate ‘Melbourne Model’ degrees and has a range of specialist graduate programs in CS (including software engineering), AI, HCI and IS. It also has a large cohort of active graduate research students, both domestic and international, who are regularly publishing in top venues and engaging with the community.

In late 2020 CIS will move to a new home, Melbourne Connect, Melbourne’s newest innovation precinct. Through the co-location of talented researchers, scientists, academics and students with private enterprise and government partners, Melbourne Connect seeks to unlock the value and global reach of the University’s research and people. The pivotal work to be undertaken in Melbourne Connect will address major societal challenges by identifying solutions that are data driven, digitally enabled and socially responsible.

To find out more visit https://melbconnect.com.au/

6.4 FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

FEIT has never been better positioned as a global leader, anchored in the dynamic Asia Pacific region, creating and curating knowledge to address some of the world’s biggest challenges. Through our students and our relationships with communities, we can not only respond to society’s needs but anticipate and create engineering and IT solutions for the future.

https://eng.unimelb.edu.au/
https://eng.unimelb.edu.au/about/join-mse

Our ten-year strategy, FEIT 2025, is our School’s commitment to bring to life the University-wide strategy Advancing Melbourne and reinforce the University of Melbourne’s position as one of the best in the world.

To achieve our ambitions, we will continue to build new infrastructure to enable our teaching, research and engagement; we continue to recruit outstanding people from around the world; and we continue to attract high-quality students from across the globe who are at the heart of our enterprise.
6.5 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

6.6 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.7 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