Department of Medicine, Royal Melbourne Hospital  
Faculty of Medicine, Dentistry and Health Sciences

**Subject Coordinator: MD1 & MD2 Translational Medicine**

**POSITION NO** 0050918

**CLASSIFICATION** Senior Lecturer (Level C) or Associate Professor (Level D)

**SALARY**
- Level C - $140,433 - $161,926 p.a. (pro rata)
- Level D $169,094 - $186,288 p.a. (pro rata)
- Plus a clinical loading of $19,605 p.a. (pro rata)
  
*Level of appointment commensurate with qualifications and experience*

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Part-time (0.4 FTE)

**BASIS OF EMPLOYMENT** Fixed Term position available for 2 years

**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), under ‘Job Search and Job Alerts’, select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.

**CONTACT FOR ENQUIRIES ONLY** Prof Jo Douglass  
Email jdouglass@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

This position is intended for an academic clinician who will be responsible for the overall delivery of the MD1 and MD2 Discovery subjects in Clinical and Translational Medicine offered by the Department of Medicine, Melbourne Medical School. This academic will be appointed to the Department of Medicine and will provide academic leadership for the MD Discovery Program courses offered by the Department. A successful applicant will lead these subjects across the five University of Melbourne metropolitan hospital sites as well as rural sites, supporting student enrolment and engagement. In addition, they will build and maintain successful relationships and collaborate effectively with other Departments who contribute to the MD Discovery Program, offering teaching and translational medicine attachments. The main duty for the Subject Coordinator includes overall responsibility for the coordination of the curriculum structure, review and approval, assessment, evaluation along with recruitment and supervision of teaching staff. The role includes continuous review, refinement and refreshing of the curriculum’s structure and content responsive to feedback and changing educational methods, including discipline-specific input, pedagogical and other input. The Subject Coordinator will ensure that all learning events and written and recorded material are maintained in an optimal form and lead the subject assessments.

The Subject Coordinator will report to the Head of Department of Medicine, and will work in close collaboration with his/her counterparts in Department of Medical Education. Typically, this position will be Level C or D. The appointee will retain their underlying academic appointment in the Faculty/Melbourne Medical School/Department and will likely be an academic clinician with a specific area of interest and achievement.

1. Key Responsibilities

The University of Melbourne sets ‘Minimum Standards for Academic Levels’ (MSALs) which are expected from academic staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position, and level of achievement of the academic and may be amended from time to time. Below is the MSALs for Level C academic staff. The Key Responsibilities, outlined in this section, are to be read in conjunction with this MSAL.
A level C academic will make a significant contribution to the discipline at the national level. In research, scholarship and/or teaching they will make independent and original contributions, which expand knowledge or practice in their discipline and have a significant impact on their field of expertise.

A level C academic will make a significant contribution to research and/or scholarship and/or teaching and/or administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. They may undertake research. They will play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of, and related administration for, the coordination of a large award program or a number of smaller award programs of the institution.

The research work of a level C academic will be acknowledged at a national level as being influential in expanding the knowledge of his or her discipline. This standing will be demonstrated by a strong record of published work or other demonstrated scholarly activities. A level C academic will normally provide leadership in research, including research training and supervision.

1.1 TEACHING AND LEARNING

- Actively contribute to developing and improving the quality of MD Discovery Subjects in the Department of Medicine.
- Maintaining coherence and consistency of the curriculum and standards through regular contacts with the Academic Programs Coordinators (FMDHS/MMS and DME), lead academics at various hospital Departments and research supervisors to ensure overall quality of the MD Discovery Subjects.
- Work together with MD Discovery Academic Program Coordinator to ensure that the assessment requirements and standards are appropriately planned and implemented across the MD Discovery subjects, consistent with Coursework Assessment Design and Methods Procedure (MPF1200).
- Utilising Learning Management System (LMS) to monitor the program alignment with the University’s strategic directions in learning and teaching.
- Reviewing the quality of the MD Discovery Subjects according to annual review (e.g., Student Experience Survey), including preparation of reports and providing advice to the Head of Department of Medicine and MD Discovery Program Academic Coordinator in relation to improving subject delivery.
- Ensuring that the learning activities and the standard of assessments are in line with Course Approval and Management Procedures (CAMP).

1.2 LEADERSHIP AND SERVICE

- Actively participate at School and/or Faculty meetings and with guidance, contribute to planning activities or committee work to support capacity-building in the School/discipline.
- Participate in community and professional activities related to the relevant disciplinary area.
- Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity.
Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- A PhD or equivalent professional qualification in a relevant discipline.
- Evidence of strong and active leadership in student supervision and mentoring.
- A record of success in delivering quality student supervision.
- Excellent interpersonal and communication skills, with an ability to work collaboratively, develop and maintain relationships with key stakeholders.
- Demonstrated leadership in fostering the academic activities of others and making a significant contribution to the advancement of the relevant discipline.
- Demonstrated experience working effectively with professional staff teams in the provision of student services and support.
- Ethical leader who values diversity and works effectively with individual differences.

2.2 OTHER JOB RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.
- As many medical Departments within Melbourne Medical School are located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.

3. 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.

4. 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.

5. Other Information

5.1 DEPARTMENT OF MEDICINE

www.medicine.unimelb.edu.au/medicine

The Department of Medicine is a large and diverse department in the Melbourne Medical School that undertakes research, postgraduate and undergraduate teaching within the University of Melbourne teaching hospitals.

5.2 MELBOURNE MEDICAL SCHOOL

http://www.medicine.unimelb.edu.au/

The Melbourne Medical School is organised into seven departments with a central location in Parkville and at multiple clinical sites across Melbourne and Victoria.

The School is closely associated with major teaching and other hospitals, (http://mdhs.unimelb.edu.au/our_connections/teaching_hospitals) general practices and community health centres in metropolitan, regional and rural Victoria, which provide clinical education for medical students.

The School also maintains a close relationship with major research institutes. (http://mdhs.unimelb.edu.au/our_connections/research_institutes).

5.3 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.

5.4 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

5.5 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.

▶ 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.

5.6 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