



POSITION DESCRIPTION

Department of Rural Health
Faculty of Medicine, Dentistry and Health Sciences

Goulburn Valley Regional Training Hub Program Officer (Casual Maternity Leave Cover)

POSITION NO	0050842
CLASSIFICATION	UOM 5
WORK FOCUS CATEGORY	University Administration and Support
SALARY	\$47.69 - \$54.78
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time (0.6 FTE)
BASIS OF EMPLOYMENT	Casual to 31 December 2020
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Keryn Bolte Tel +61 3 5823 4525 Email: keryn.bolte@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Position Summary

In 2017, the University of Melbourne was funded by the Commonwealth government to implement the Regional Training Hubs program in the Goulburn Valley Region. The role of the GVRTH is to support students and junior doctors with an interest in rural practice, improve the training environment in rural areas and coordinate across the diverse spectrum of local stakeholders to increase the training opportunities for GPs and specialists in rural areas.

The Goulburn Valley Regional Training Hub (GVRTH) has begun implementing a number of exciting programs in partnerships with other Training Hubs around the state, local health services and clinicians, intern training programs and health workforce organisations.

The GVRTH Program Officer will provide high level support to the implementation of the GVRTH program, working with relevant education professionals and health service stakeholders including local hospitals and health services, and state and territory governments, other universities, specialist colleges (including general practice colleges, post gradual medical councils, local health practitioners and regional training organisation) to support the integration of medical training at the local level.

The GVRTH Program Officer will oversee and manage a mentoring program which has been recently established to link students and trainee doctors with community and professional mentors. This position is based in Shepparton.

1. Key Responsibilities

1.1 ENGAGEMENT

- ▶ Undertake tasks associated with the management of the GVRTH and Alliance Mentoring program
- ▶ Coordinate and support events and training sessions for GVRTH and partners as required
- ▶ Undertake all tasks associated with maintenance of content on the GVRTH website
- ▶ Coordination and administration of GVRTH committees and stakeholder engagement meetings
- ▶ Provide administration support to the Alliance and its working groups
- ▶ Prepare and coordinate the design of communication and marketing materials as required
- ▶ Provide day to day administrative support to the GVRTH Manager, Engagement Project Lead, Medical Education & Supervision Officer, embedded roles at partner health services and other team members
- ▶ Coordinate the collection, collation and review of data for all reporting requirements
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5

1.2 LEADERSHIP AND SERVICE

- ▶ Actively participate in key aspects of engagement within and beyond the University e.g. Coordination and collaboration with the embedded roles at partner health services, academic advising and other external bodies
- ▶ Positive engagement in learning and career development of self and others
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant tertiary qualification with relevant experience, or an equivalent combination of relevant experience and/or education in health administration
- ▶ Highly developed written and verbal communication skills
- ▶ Highly developed organisational skills and excellent attention to detail
- ▶ Demonstrated ability to adapt to changing priorities and cope under pressure when working to strict deadlines
- ▶ Ability to work independently, show initiative and work productively as part of a team
- ▶ Demonstrated experience in a range of computing skills including word processing, spreadsheets, databases, internet, emails, website maintenance and social media
- ▶ Very good interpersonal, consultation and negotiation skills, including the ability to liaise effectively with a diverse range of stakeholders and to communicate effectively
- ▶ Demonstrated cultural competency skills
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite and social media platforms

2.2 DESIRABLE

- ▶ Experience in or an understanding of public health and/or medical education
- ▶ Familiarity with medical training terminology

2.3 SPECIAL REQUIREMENTS

- ▶ As the position requires regular travel to remote locations not easily accessible by public transport, the incumbent will need to have a current Victorian drivers' licence
- ▶ A flexible approach to working hours is necessary, as this role will require some work outside normal hours and travel to support the operations of the GVRTH

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

- ▶ Works independently under general direction and as a contributing member of a multi-disciplinary team.

3.2 PROBLEM SOLVING AND JUDGEMENT

- ▶ The incumbent is responsible for the coordination and administration of GVRTH committees and stakeholder engagement meetings
- ▶ Provide day-to-day administrative support to the GVRTH project lead and other team members

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ▶ Effective demonstration of promotion of University values including diversity and inclusion and high standards of ethics and integrity

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 DEPARTMENT OF RURAL HEALTH

<http://www.ruralhealth.unimelb.edu.au/>

The School of Rural Health was established in February 2002 and became the Department of Rural Health in 2010 when it was incorporated into the Melbourne Medical School. In 2015, the Centre was renamed the Department of Rural Health (DRH), Melbourne Medical School. It currently incorporates the Australian Government Department of Health and Ageing designated 'University Department of Rural Health' (1998) and the Rural Clinical School (2001). The Department attracts the majority of its funding from the Commonwealth Department of Health and Ageing through programs aimed at establishing a rural-focused national network of medical and health professional training. The Department enables undergraduate health professionals to undertake a significant period of their training in rural environments and provides rural communities with greater access to teaching and research facilities and greater clinical support.

The Department of Rural Health's largest campus is at Shepparton, in buildings adjacent to Goulburn Valley Hospital. It has other major campuses at Ballarat, working closely with Ballarat Health Services, and at Wangaratta, with Northeast Health Wangaratta. Students are also placed in smaller towns. New facilities have been established as part of the Northern Victorian Rural Medical Education Network (NVRMEN) initiative include consulting rooms in general practice, and lecture and skills centre facilities across Northeast Victoria.

Rural Health programs include:

Rural Clinical School (RCS) – one of six University of Melbourne clinical schools developed to teach 25% of students for at least 1 year of their clinical training. The RCS takes approximately 60 Commonwealth supported students each year. Within these numbers the Extended Rural Cohort (ERC) is comprised 30 students per year recruited from Northern Victoria who spend their entire clinical training time at the RCS.

Australian Government Department of Health and Ageing designated 'University Department of Rural Health' (UDRH) – a multidisciplinary, population health-based approach involving partnerships with a range of health providers underlies teaching and research activities. A three-week rural health module is compulsory for all University of Melbourne medical students and student placements are organised for medical and allied health students. The UDRH assists the La Trobe University School of Nursing in the delivery of a Bachelor of Nursing Science course in the Shepparton region. Aboriginal health activities are undertaken in partnership with the local Aboriginal community.

The Department of Rural Health also houses the Centre of Excellence in Rural Sexual Health (CERSH) which was established in March 2009.

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 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>