Academic Programs Officer

<table>
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<tr>
<th>POSITION NO</th>
<th>0062688</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>UOM 5</td>
</tr>
<tr>
<td>SALARY</td>
<td>$83,159 - $95,518 p.a.</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full-time (1.0 FTE)</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
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<td>HOW TO APPLY</td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.</td>
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| CONTACT FOR ENQUIRIES ONLY | Dr Josephine Battista  
Email [jbat@unimelb.edu.au](mailto:jbat@unimelb.edu.au)  

*Please do not send your application to this contact*
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

Reporting to the Graduate and Custom Programs Coordinator, the Academic Programs Officer is a member of the Melbourne Medical School’s (MMS) Academic Programs Unit.

The Academic Programs Officer provides administrative support for Graduate Custom award and non-award programs within the Melbourne Medical School’s Department of Medical Education. The Academic Programs Officer is also responsible for providing high level service across a range of course-related processes to prospective and current DME Custom Program students and to staff.

This position also provides support for coordination of important processes at key points across the student lifecycle, including: course and subject changes and proposals; student enquiries, enrolment monitoring; results entry, and clinical placement compliance. The role also involves supporting strong quality assurance frameworks and continuous process improvement activities.

Working with the Graduate and Custom Programs Coordinator, the incumbent will contribute to ongoing reviews, benchmarking, and improvements of administrative processes and communication strategies, in consultation with stakeholders.

1. Key Responsibilities

- Provide administrative support for various key points in the student lifecycle including:
  - course promotion and communication;
  - enrolment monitoring;
  - Board of Examiners and results processing;
  - student enquiry management;
  - special consideration; and
  - workshops and events
Monitor and ensure student clinical placement compliance.

Enter course and subject changes into the Course Approval and Publication System (CAPS).

Liaise with academic coordinators to collect and collate complete and accurate information related to staff contracts, HR compliance and legal agreements.

Review and update DME custom program Study pages.

Contribute to continuous improvement activities, by suggesting improvements and identifying opportunities to improve efficiency and effectiveness of processes.

2. Selection Criteria

2.1 ESSENTIAL

Degree with subsequent relevant work experience, or an equivalent combination of relevant experience and/or education/training.

Planning and organisational skills with a capability for multi-tasking and prioritisation, problem solving and effective time management.

Service-orientated focus with an ability to communicate with a wide range of people and actively build relationships with internal staff and key stakeholders.

Ability to think innovatively and contribute to the continuous improvement of departmental processes.

Very high level of attention to detail.

Demonstrated experience in a range of computing skills including word processing, spreadsheets, databases, internet and email.

2.2 DESIRABLE

Technical expertise in University systems such as StudentOne and the Curriculum Approval and Publication System (CAPS).

2.3 OTHER JOB RELATED INFORMATION

This position requires the incumbent to hold a current and valid Working with Children Check.

This position may require a limited amount of out of hours work.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will operate under the supervision and general direction of the Graduate and Custom Programs Coordinator. The incumbent will undertake related tasks as requested by supervisors and is expected to plan, organise and schedule work independently to ensure that deadlines and agreed outcomes are met. The incumbent will be expected to use initiative in prioritising work and solving problems.
Independence is expected once tasks are mastered, however complex issues are referred to the Graduate and Custom Programs Coordinator for decision-making.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to exercise judgement relevant to the responsibilities of the role. They are required to build and manage relationships with a wide range of stakeholders throughout the School, Faculty and University. The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Team work is a core value of the office. Good judgement is expected about when to consult the Graduate and Custom Programs Coordinator.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have a sound knowledge of administrative processes and event organisation and is expected to interpret and implement policy and carry out other duties as required.

The incumbent must comply with relevant Faculty and University policy and procedures.

3.4 BREADTH OF THE POSITION

The position is located within the Melbourne Medical School. The incumbent will be required to liaise with staff across all levels in the School, Faculty, wider University and professional community.

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, 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:

https://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 DEPARTMENT OF MEDICAL EDUCATION


The Department of Medical Education was established as a department within the Melbourne Medical School in 2015. It has responsibility for the delivery of the Doctor of Medicine (MD) course, research in medical education and a range of professional development postgraduate and non-award programs. The department employs 160+ fixed-term and permanent staff in collaboration with our health service partners to deliver the education, research and engagement activities of the department. This is complemented by a large, actively engaged network of over 180 honorary staff.

As the first Australian professional entry masters level medical program, the Melbourne MD creates a new benchmark in 21st century medical education. It delivers advanced clinical and academic training to ensure students are prepared for the challenges of a high-quality medical internship. The MD is a 4-year program with an intake of approximately 350 students per year. The degree is delivered through our Parkville campus, metropolitan and rural Clinical Schools, and partner organisations.

In 2022, the Melbourne MD was relaunched to increase opportunity for customisation within the medical degree. While a central, assessable core of content will be delivered, the redesigned Melbourne MD gives students the ability to choose different pathways so that they each achieve the same course outcomes while focusing on areas that truly interest them.

The Department also delivers high quality research-informed postgraduate and professional development programs, facilitated by leaders in the field of health professional education. Created for clinicians from any discipline, these programs are designed as professional development for health professionals in the areas of clinical teaching, clinical leadership and clinical research. The research groups within the department focus scholarly engagement within a number of key research interests in medical education:

- Work Integrated Learning
- Curriculum, Assessment and Evaluation
- Healthcare Communication
- Student Engagement and Experience

The Department supports a growing area of research and scholarship focused on medical and health professional education.
6.2 MELBOURNE MEDICAL SCHOOL

www.medicine.unimelb.edu.au

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne’s Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia’s largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of $607 million for 2015. Reflecting the complexity of today’s global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

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.

6.4 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.

- 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.

6.6 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