Melbourne Veterinary School
Faculty of Science

Team Lead, Clinical Teaching Support

POSITION NO 0060699

CLASSIFICATION UOM 6

SALARY $92,749 - $100,397 p.a (pro rata for part-time)

SUPERANNUATION Employer contribution of x%

WORKING HOURS Full time (1 FTE)

BASIS OF EMPLOYMENT Continuing

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.

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
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

Under direction of the Manager, Clinical Support Services, the Team Lead, Clinical Skills Support is responsible for providing coordination and guidance to the Clinical Teaching Support Nursing team while actively undertaking the duties of a clinical skills nurse by participating in the education and training of the next generation of veterinarians. This unique position combines veterinary nursing expertise with demonstration and mentorship responsibilities to ensure the highest standards of education and patient care.

Major responsibilities include the coordination of expertise and the timely production of high quality technical support as appropriate to the needs of the academic teaching staff and students, across the Doctor of Veterinary Medicine (DVM) program. It entails the supervision of students and active participation in facilitating teaching and assessment, aimed at cultivating practical competencies in DVM students. The Team Lead, Clinical Teaching Support plays a crucial part in coordinating teaching support across clinical sites in Victoria, Melbourne Veterinary School's in-house pathology services (in collaboration with the Clinical Services Coordinator), clinical skills laboratories, Melbourne Veterinary School animal handling facilities and other relevant areas.

The Team Lead, Clinical Skills Support brings extensive nursing experience in small animals, equine, and farm animal clinical practice. Working closely with clinical staff, this role is the primary source of advice to the teaching academic staff on resources required to support the development of teaching and assessment for animal handling and clinical skills across the DVM program. Moreover, it is responsible for coordination of practical class setup, including recruiting and managing coordination of recruitment of small live animals for practical classes, facilitating teaching and assessment using live animals and clinical skills simulators.

The role will require excellent communication and organisational skills and will work collaboratively with other senior team members in the provision of efficient and effective services.

This position will be expected to travel and work across multiple sites and campuses across Victoria.
1. **Key Responsibilities**

1.1 **OPERATIONAL ACTIVITIES AND SERVICE QUALITY**

- Under the guidance of the Manager, Clinical Support Services and Director, Veterinary Education, the Team Lead, Clinical Skills Support will:
  
  - Coordinate the rotation of Clinical Teaching Support Nurses across various clinical sites where staff are embedded, which includes (subject to change based on curriculum requirements):
    - Greencross Veterinary Hospital at the University of Melbourne (Werribee),
    - Pathology Services in Melbourne Veterinary School (Werribee)
    - Lost Dog’s Home (North Melbourne) and
    - Any other locations as directed by the School.
  
  - Coordinate the recruitment of small live animals for practical classes, ensuring provision of required information and meticulous record-keeping to comply with the Animal Ethics and Welfare requirements.
  
  - Maintain health records for animals used in teaching and seek input from veterinarians when necessary.
  
  - Coordination of practical class setups and actively participate in conducting and assisting with clinical skills and animal handling classes.
  
  - Assist in the development and delivery of clinical skills and animal handling material for the DVM program, both in person and online. This includes supporting the development and delivery of practical classes, computer-assisted learning modules, and other necessary materials.
  
  - Supervise students and provide teaching support and assessment for the DVM program across all years. Oversee patient care and clinical training to ensure adherence to established protocols and safety standards.
  
  - Contribute to the delivery of clinical skills teaching using live animals and simulators, ensuring the proper operation and maintenance of simulation equipment.
  
  - Collaborate with academic staff and support develop new simulation teaching models for delivery and assessment.
  
  - Manage and maintain inventory of medical supplies and equipment necessary for educational and clinical activities. Coordinate orders, restocking and maintenance to support the educational mission.

1.2 **INNOVATION AND IMPROVEMENT**

- Proactively identify and make recommendations for educational and clinical service improvements, including teaching material, in conjunction with pathology teams, other senior staff and veterinarians.

- Contribute to continuous improvement across the Melbourne Veterinary School’s clinical teaching activities.

- Facilitate training sessions for nursing staff and students to ensure they are well-versed in the latest practices and protocols. Stay informed about new developments in veterinary medicine and share knowledge with students and staff.
Participate in mandatory training in relation to the position, Faculty and University as directed.

1.3 COLLABORATION AND LEADERSHIP

- Supervision of the veterinary nursing team, fostering a culture of excellence and collaboration in academic settings.
- Collaborate with academic staff to support design and implement teaching programs, and student learning outcomes to create a seamless educational experience for students. Participate in meetings and contribute to program development and improvement.
- Mentor the professional development of the Clinical Teaching Support Nurses, enabling ongoing training, continuing education and providing expert guidance to provide excellent service to stakeholders.
- Maintain a close working relationship with the clinical service team, professional and academic staff, in developing and planning clinical teaching activities.
- Work closely with the Animal Care Technicians to manage the teaching herd and ensure records of animal use are maintained.

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;
- Reliably follow communications protocols and/or policies as appropriate.
- Ensure that all patient records are accurate, complete, and in compliance with educational and regulatory standards.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- Behavioural Expectations - All staff are expected to maintain the following behaviours:
  - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
  - Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

2.1 ESSENTIAL

- A relevant tertiary degree (e.g: Cert IV in Veterinary Nursing) with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and training.
- Proven ability to supervise and mentor a team of clinical support staff in a higher education setting, providing teaching support.
- Excellent communication and organizational skills to coordinate teaching support across multiple sites, and proven experience developing strong and productive relationships with diverse stakeholders, with evidence of critical thinking, influencing skills and negotiating to achieve mutually beneficial outcome.
Analytical mindset and problem-solving abilities to assess compliance risks, develop strategies, and adapt to evolving regulations and industry standards.

Exceptional interpersonal skills including the ability to clearly present complex or technical information.

Project management skills to oversee compliance initiatives effectively.

Knowledge of health and safety regulations at local, state, and federal level and of regulatory and compliance standards in veterinary medicine and education.

2.2 DESIRABLE

Experience in occupational health and safety within the higher education setting.

Experience of working in a regulated and audited environment and/or of conducting audits.

Demonstrated experience working in a university or other multidisciplinary specialist veterinary hospital.

Demonstrated experience of working in veterinary clinical skills training environment, including experience of supporting and mentoring student development and acquisition of clinical skills.

Demonstrated experience of developing clinical skills training and assessment stations.

Proven experience in using various systems including medical records management software such as RxWorks, or equivalent, and PACS software such as Synapse, or equivalent.

2.3 OTHER JOB RELATED INFORMATION

As the Faculty of Science is located over several metropolitan and regional campuses, staff will be required to travel to, or work from, other sites and campuses as required. Current clinical sites where staff are embedded includes (subject to change based on curriculum requirements):

- Greencross Veterinary Hospital at the University of Melbourne (Werribee)
- Lost Dog’s Home (North Melbourne)

This position may be required to participate in the roster for out of hours’ on-call work which covers nights, weekends, public and University holidays. Staff will receive a set allowance for being on-call and will be paid an in-attendance payment, if required to attend while on-call.

Incumbent will be required to participate in a regular flexible rotating roster which may include out of span hours, weekends, public and University holidays. This activity will attract the appropriate University allowances, when applicable.

This position will require physical activity including manual handling and animal restraint.

You are required to have current vaccination status for Tetanus, Hepatitis A and B and Q fever.

This role will be expected to adhere to the external clinical site’s policies and procedures.

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

Position number: The University of Melbourne
3. **Job Complexity, Skills, Knowledge**

3.1 **LEVEL OF SUPERVISION / INDEPENDENCE**

The Team Lead, Clinical Teaching Support will operate with a high degree of autonomy in coordinating clinical teaching support and facilitating veterinary education, it also works in close collaboration with the Director of Veterinary Education, relevant academic coordinators, and other senior staff.

The Team Lead, Clinical Teaching Support exercises independent judgment in coordinating clinical rotations, overseeing recruitment of small animals for practical classes, and developing educational materials. This role also supervises students, provides teaching support and assessment, and contributes to continuous improvement in clinical teaching activities.

However, this position operates within the framework of established University policies and procedures, regulatory standards, and educational requirements. The Team Lead is expected to maintain compliance and consult with veterinarians and relevant authorities when necessary, ensuring adherence to best practices.

3.2 **PROBLEM SOLVING AND JUDGEMENT**

The Team Lead, Clinical Teaching Support will take the lead in addressing issues related to clinical rotations, animal recruitment, and educational materials. Their adept problem-solving skills will enable them to swiftly recognize issues, analyze their root causes, and develop effective solutions that align seamlessly with the educational and clinical goals of the institution.

The Team Lead, Clinical Teaching Support, is responsible in ensuring the highest standards of patient care and clinical training. Their expert judgment will guide their ability to assess situations in real-time, offering students and team members guidance, instruction, and constructive feedback to ensure strict adherence to established protocols and safety standards. The Team Lead will also demonstrate skilled use of live animals and clinical skills simulators, always prioritizing the welfare of the animals and the educational needs of the students.

In addition to these aspects, the Team Lead, Clinical Teaching Support must exhibit sound judgment when participating in the development and coordination of new simulation teaching models. All decisions made should be aligned with University policies, ethical considerations, and best practices within the field of veterinary education.

3.3 **RESOURCE MANAGEMENT**

Under the guidance of Manager, Clinical Support Services and relevant academic staff, the Team Lead, Clinical Teaching Support will efficiently oversee and manage the allocation of resources, ensuring that the educational and clinical activities are well-equipped and smoothly conducted. Their responsibility includes:

- the allocation of responsibilities, task delegation, and the cultivation of a high-performing and collaborative team culture. They will mentor and guide their team members, ensuring their ongoing professional development and continuing education. Their leadership in human resource management will be vital in delivering excellent service to all stakeholders.
3.4 BREADTH OF THE POSITION

The Team Lead, Clinical Teaching Support’s responsibilities span various critical aspects. The position will guide a team of Clinical Teaching Support Nurses, ensuring top-tier patient care and teaching support through a culture of continuous learning and professional growth. This responsibility includes coordinating clinical teaching support across multiple sites, actively participate in teaching and assessment, and maintain rigorous clinical training standards for the Doctor of Veterinary Medicine (DVM) program. Collaborating with academic staff to support the alignment of teaching programs with curriculum goals is also a significant part of this position, as well as managing both human and financial resources, maintaining stakeholder relationships, and overseeing animal care and recordkeeping. This necessitates precision and timeliness, all while adhering to a professional and quality-focused ethos within Faculty and University guidelines. This position’s thorough understanding of the Faculty’s mission, goals, structure, and relevant University policies and procedures is vital to the role’s success.

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:

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 **MELBOURNE VETERINARY SCHOOL**


The Melbourne Veterinary School is Australia’s number 1 ranked veterinary school with a proud tradition of excellence in research, education, and leadership. The Melbourne Veterinary School has research strengths in animal diseases, zoonotic infectious diseases, production animal systems (including dairy and red meat) and animal welfare. The Melbourne Veterinary School provides the only professional entry veterinary medicine program in Victoria and covers a wide variety of undergraduate and postgraduate subjects across veterinary science with Australia’s premiere graduate Doctor of Veterinary Medicine program, which is nationally and internationally accredited by VSAAC, RCVS and the AVMA COE.


In January 2023, Greencross Pet Wellness Company opened the Greencross Veterinary Hospital at the Werribee campus, providing 24-hour specialist and emergency care for patients, along with clinical rotations for the Doctor of Veterinary Medicine students.

The School is a central component of the Faculty of Sciences which has an outstanding international reputation for excellence and innovation in research, curriculum development and for links within industry, policy makers, other research institutes and the wider community.

6.2 **FACULTY OF SCIENCE**

https://science.unimelb.edu.au

Science at the University of Melbourne is among the most highly ranked Faculties of Science in Australia*. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.
The Faculty of Science has over 53,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and home to numerous Centres.

Science manages more than $315 million of income per annum, with a staff base in the order of 290 professional staff, and more than 630 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,700 undergraduate and 2,400 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately $80 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often outperforming the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

*Based on 2018-19 subject rankings by QS and Time Higher Education

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 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.

6.5 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 https://about.unimelb.edu.au/strategy/governance