



POSITION DESCRIPTION

Melbourne Dental School
Faculty of Medicine, Dentistry and Health Sciences

Lecturer in Oral Surgery

POSITION NO	0011646
CLASSIFICATION	Level B (Academic Education Focussed)
SALARY	Level B: \$119,231 - \$ 141,581 per annum pro rata, plus a clinical loading \$13,494 per annum pro rata for dentally qualified academics.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time 0.6 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.
CONTACT FOR ENQUIRIES ONLY	Name: A/Prof Khaled E Ahmed Email khaled.ahmed@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

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

The Lecturer in Oral Surgery will actively contribute to clinical learning and teaching activities at the [Melbourne Dental School \(MDS\)](#), providing clinical supervision and teaching of students in Oral Surgery. The teaching duties will relate to clinical practice subjects, where the Lecturer will support students in developing skills in person-centred evidence-based dentistry in a pre-clinical and/or clinical environment. The successful candidate will have experience in teaching oral surgery.

The successful applicant will be expected to dedicate substantial time to course development and teaching in oral surgery, with opportunities for research, and coursework administration. MDS and the University of Melbourne provide many options for professional development, coaching and mentoring.

MDS currently offers two entry-to-practice degrees; the Bachelor of Oral Health (BOH) and the Doctor of Dental Surgery (DDS) in addition to a graduate diploma and a range of certificates, as well as a postgraduate clinical specialist studies, through the delivery of Doctor of Clinical Dentistry (DCD) which leads to specialist registration. Lastly, the School also offers a range of [continuing professional development courses](#) (CPD) to Dental practitioners.

1. Key Responsibilities

1.1 STUDENTS & EDUCATION

- ▶ Develop and contribute to a high standard of teaching to students undertaking a clinical degree program.
- ▶ Develop, prepare, and deliver lectures, tutorials, and seminars in the DDS program and contribute to high-quality, evidence-based, and contemporary curriculum development, evaluation and review.
- ▶ Offer guidance to students regarding their academic progression, including providing consultations and marking examination papers, remediations, and assessments.
- ▶ Contribution to and engagement in the assessment process and provision of student feedback in line with identified and agreed assessment philosophy.
- ▶ Collaborate and work closely with other Course Convenors, Year Leads, Program Directors, and Professional Staff.
- ▶ Where relevant, engage in scholarly activity appropriate to the level of your appointment, to support, enable and disseminate teaching practice within the discipline.
- ▶ Participate in continued professional development in learning and teaching as identified to enable you to fulfill your position requirements.
- ▶ Scholarly activity that appropriately supports, enables, and disseminates teaching practice within oral surgery or related fields.
- ▶ Where suitable, lead or collaborate in producing publications and other outputs, including (but not limited to) peer-reviewed journal articles, book chapters, books, creative outputs, and commissioned reports.
- ▶ Capacity to collaborate with colleagues to secure teaching and learning innovation grants.
- ▶ Where suitable, supervise students undertaking a research project as part of their coursework degree program.

1.2 LEADERSHIP AND SERVICE

- ▶ Attend meetings and undertake administrative activities in relation to the position and the DDS program, as required.
- ▶ Active participation in School meetings and relevant committees as required (program, School, Faculty, University).
- ▶ Active engagement in service, leadership and coordination roles in the discipline, School and Faculty demonstrating respectful, inclusive behaviours at all times and building trust amongst colleagues.
- ▶ Effective liaison with internal and external partners to foster collaborative relationships.
- ▶ Participation in School activities such as student orientation, information sessions, and Open Day.
- ▶ Engage in interprofessional collaborative partnerships.
- ▶ Provide mentorship and support the professional development of junior colleagues.

1.3 COMPLIANCE AND OH&S

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 3 and 4.
- ▶ 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

- ▶ Specialist qualifications in Oral Surgery or Oral and Maxillofacial Surgery, registrable with AHPRA.
- ▶ A minimum of 5 years' of recent clinical experience in dental practice.
- ▶ Demonstrated clinical teaching experience specifically with students undertaking tertiary dental education and the ability to develop student assessment and provide feedback.
- ▶ Excellent communication and interpersonal skills, with the ability to work with diverse students and patients.
- ▶ Clinical Practice skills supported by contemporary evidence-based dental practice.
- ▶ A proven record of success in ongoing extra-mural clinical practice and continuing professional development.
- ▶ Highly motivated to develop skills consistent with learning and teaching excellence.
- ▶ Ability to effectively handle and prioritise administrative duties, including organising tasks, managing deadlines, and ensuring compliance with relevant regulations and practices.
- ▶ Demonstrated ability to work independently and collaboratively within a team in a coordinated teaching environment.

2.2 DESIRABLE

- ▶ Experience teaching oral surgery.
- ▶ Familiarity with a learning management system for example, Canvas or an equivalent program.

2.3 OTHER JOB-RELATED REQUIREMENTS

- ▶ Criminal Records Check with Victoria Police and "Working with Children" Check
- ▶ Possession of, or eligible for, an operator/radiation licence for irradiating apparatus for Dental Radiography, issued by the State Government of Victoria
- ▶ Clinical credentialling with Dental Health Services Victoria (to be obtained upon appointment)
- ▶ Annual leave during teaching periods may not be approved due to teaching demands

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 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.

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:

<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.

5. Other Information

5.1 ORGANISATION UNIT

www.dental.unimelb.edu.au

The Melbourne Dental School has a strong tradition in dental research and an established international reputation in several research areas. Research in the School is an integral component of staff and student activities underpinning both the undergraduate and graduate curricula. The major research activities of the school are conducted via three Divisions and four major research groups, which range translational biomedical science to clinical studies, pedagogical research. The Head of School joined the University of Melbourne in 2020 and is leading a programme of change within the School focusing on strategic reviews of education, research and organisational structure, known as MDS'25.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) is Australia's pre-eminent medical, health sciences and biomedical faculty and is recognised for its research, teaching, training, and policy leadership across all these fields.

The Faculty employs more than 3,000 staff, attracts more than 8,300 students each year and comprises six schools; 37 departments, centres and institutes; and 160 courses.

A large portion of our workforce work in hospital-based departments. We also have over 5,000 honorary staff including hospital-based staff and those in partner research institutes. Our people publish more than 10,000 peer reviewed publications every year and more than 50% of these include an international co-author.

In 2021 our research income was approximately 400M, comprising over 62% of research income for the University of Melbourne and conducting approximately 47% of all research across the University.

We are Australia's overall leader in clinical and health, ranked 14th globally in 2022 by the Times Higher Education World University Rankings. The 2023 Academic Ranking of World Universities ranks the University of Melbourne as first in Australia in clinical medicine (14th internationally), public health (12th internationally), human biological sciences and medical technology.

The University educates more health professionals, graduates, research and higher degree students and attracts more national competitive funding than any other Australian university. The Faculty offers a suite of professional entry masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Surgery (DDS), and the Doctor of Physiotherapy (DPT) in addition to a range of graduate level programs such as the Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry, and many more in nursing, social work, health sciences and psychology.

Over 1,400 graduate research students conduct research supervised by over 2,300 staff and honoraries across the Faculty's six schools and in affiliated health services and research institutes. University departments are embedded in a range of health services including the Austin Hospital, Northern Hospital, Royal Melbourne Hospital, St Vincent's Hospital, The Royal Women's Hospital, Royal Children's Hospital, Western Hospital, Mercy Hospital and rural partners such as Goulburn Valley Health.

Our strategic plan, Advancing Health 2030, sets out a unifying vision for the Faculty to meet the challenges of a changing world and continue to make an impact on the health and wellbeing of our communities. The strategy has been designed to support and bring to life the University's overall Advancing Melbourne strategy. Read more at:

<https://mdhs.unimelb.edu.au/advancing-health-2030>

5.3 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>

5.4 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.

5.5 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>