



POSITION DESCRIPTION

**Melbourne Poche Centre for Indigenous Health
Faculty of Medicine, Dentistry and Health Sciences**

AN EXEMPTION HAS BEEN GRANTED UNDER SECTION 83 OF THE EQUAL OPPORTUNITY ACT 1995 (NO. A312/2007). ONLY ABORIGINAL OR TORRES STRAIT ISLANDER PEOPLE ARE ELIGIBLE TO APPLY

Academic Lead – Indigenous Health Leadership

Position No	0055540
Classification	Level C
Salary	\$146,050 - \$168,403 p.a.
Superannuation	Employer contribution of 17%
WORKING HOURS	Full-time
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	Shawana Andrews Tel +61 3 8344 8280 Email shawanaa@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 University of Melbourne Poche Centre for Indigenous Health (the Centre) forms part of the Poche Indigenous Health Network, encompassing sister Poche Centres at Flinders University and the Universities of Sydney, Queensland and Western Australia. The Melbourne Poche Centre, established in 2014 operates across the Faculty of Medicine, Dentistry and Health Sciences, through effective partnership and engagement with key stakeholders within various Schools and related institutes to deliver on key Indigenous specific outcomes of both the Centre and Faculty.

The central vision of the Melbourne Poche Centre is to accelerate the development of Indigenous leadership in Indigenous health, fostering the emergence of the next generation of Indigenous leaders. The two main strategic areas are:

1. Development of leadership in Indigenous health through fostering the emergence of the next generation of Indigenous leaders, and
2. Indigenous PhD recruitment and support.

The Centre's vision fits with the University of Melbourne's longstanding commitment to ensure Indigenous Australians participate and achieve successful outcomes in higher education. This is an opportunity to reflect on the University's contribution to Indigenous development in Australia and take positive steps in the areas of Indigenous health, employment and education.

Under the guidance of the Centre's Director, the incumbent will oversee the scholarly activity of the Centre as it pertains to Indigenous health and the first strategic area described above. The Academic Lead will drive and deliver a range of scholarly activities that promote and share ideas and critical thinking in Indigenous health leadership. This work will include, but not be limited to, the delivery of the Poche Leadership Program, the development of a community of practice in health leadership, the development and delivery of the Allyship in Indigenous Health Leadership course and the delivery of the Centre's Speaker Series.

This position requires a keen and dynamic individual with the ability to work both autonomously and as a team player. Good communication with a relational approach and

willingness to collaborate is essential. The incumbent will have a desire to contribute to an exciting program of work at the forefront of Indigenous higher education aimed at improving Indigenous health.

We invest in developing the careers and wellbeing of our students and staff and expect all to live by our Faculty Values of:

Collaboration

Compassion

Respect

Integrity

Accountability

1. Key Responsibilities

1.1 RESEARCH AND THE ADVANCEMENT OF THE DISCIPLINE:

- ▶ Contribute to the Centre's research projects as required and collaborate closely with the Senior Research Fellow on the evaluation of the leadership work within the Centre, this will include ethics applications, data management and analysis and knowledge translation
- ▶ Maintain an academic profile of the Leadership Program Fellows including publications.
- ▶ Identify Indigenous health leadership research and translation opportunities.
- ▶ Contribute to publications and identify publication opportunities for Leadership Program participants, alumni and Community of Practice members

1.2 ENGAGEMENT

- ▶ Lead the delivery of the Melbourne Poche Centre's Indigenous Health Leadership Program with the support of the Centre Director
- ▶ Develop and maintain an active Community of Practice that engages the Leadership Program alumni, and wider stakeholders.
- ▶ Lead the development and delivery of the Centre's Speakers Series
- ▶ Develop and deliver the Allyship in Indigenous Health Leadership course
- ▶ Identify and co-ordinate applications for program funding grants and participant sponsorship opportunities in collaboration with the Faculty Advancement team.
- ▶ Identify, effectively engage and build relationships with national and international Indigenous health leaders for all aspects of the role
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- ▶ Collaborate with the Poche Centre's Communications Coordinator to promote and market the initiatives appropriately, with alumni engagement
- ▶ Interact and liaise effectively and appropriately with a wide range of people both

within and outside the University

- ▶ Develop effective working relationships with staff in the Centre, the Centre's stakeholders, as well as a range of associated partnerships

1.3 LEADERSHIP AND SERVICE

- ▶ Make assessments, decisions and recommendations across a range of activities using a high level of sound judgement, strong problem-solving skills and a broad interpretation of existing policies
- ▶ Develop a broad knowledge of the University's policies and procedures, especially relating to program delivery and participants involvement, and apply these consistently and accurately.
- ▶ Develop and hold a critical representation function for the Poche Centre and meet role modelling and leadership expectations
- ▶ Operate with a degree of autonomy exercising a high level of judgement and independence in its responsibilities
- ▶ Other duties commensurate with the position as directed by the Director of the Centre
- ▶ Occupational health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 4

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A PhD in a relevant field of study and extensive relevant experience, or an equivalent combination of relevant experience and/or education/training
- ▶ Demonstrated knowledge and experience of Aboriginal and Torres Strait Islander communities and cultures, and ways of knowing and doing
- ▶ Demonstrated knowledge and experience of Aboriginal and Torres Strait Islander health, health leadership and relevant social and political debates
- ▶ Experience in developing and delivering strategic programs of work, especially relating to cohort-based programs and/or programs based on strong relationship building and multi-perspective understanding
- ▶ Excellent interpersonal and verbal communications skills are essential with the ability to liaise and work effectively with a broad range of people across all levels of the organisation, stakeholders and partners/collaborators, including the Poche Centre Advisory Board.
- ▶ Highly developed professional organisational skills including the ability to coordinate workflow, determine priorities and schedule tasks to meet deadlines, often in collaboration with other team members
- ▶ Demonstrated interest in supporting the research of the Poche Centre's key strategic deliverables
- ▶ The ability to identify and deal with strategic issues and risks, and to exercise judgement in preparing solutions

- ▶ Demonstrated ability to operate with significant autonomy and demonstrate flexibility in being able to adapt to changing priorities and demands
- ▶ Demonstrate Faculty values and undertake the role with integrity.

2.2 DESIRABLE

- ▶ Experience and knowledge of the University of Melbourne's academic and administrative structure, mission and strategic objectives or experience and knowledge of the higher education sector more broadly
- ▶ Familiar with the ethos of the Melbourne Poche Centre and the broader Poche Network

2.3 OTHER JOB-RELATED INFORMATION

- ▶ Occasional work out of ordinary hours required for program functions and/or related events, travel, etc.
- ▶ Annual leave must be taken at a time which accommodates the peak workflows of the role and all annual leave to be taken during the duration of the contract
- ▶ National and international travel will be required, consistent with the key responsibilities of the role.
- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

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 MELBOURNE POCHE CENTRE FOR INDIGINEOUS HEALTH

<https://poche.mdhs.unimelb.edu.au/>

The Poche Centre for Indigenous Health is a faculty wide centre with a focus on accelerating the development of Indigenous leadership in Indigenous health. The Centre was established in June 2014.

5.2 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.

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>