

## POSITION DESCRIPTION

Department of Obstetrics, Gynaecology and Newborn Health  
Melbourne Medical School  
Faculty of Medicine, Dentistry and Health Sciences

### Student and Teaching Programs Coordinator

<b>POSITION NO</b>	0064022
<b>CLASSIFICATION</b>	UoM 6
<b>SALARY</b>	\$96,459 - \$ 104,413 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	1.0 FTE
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	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.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Lachlan Bryce Email <a href="mailto:hr-careers@unimelb.edu.au">hr-careers@unimelb.edu.au</a> <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](http://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***

Based at the Mercy Hospital for Women (MHW) campus, the Student and Teaching Programs Coordinator is a dynamic role that has responsibility for a diverse range of tasks within the Learning and Teaching team in the Department of Obstetrics, Gynaecology and Newborn Health (DOGN). This role supports the Academic Coordinator (L&T) as well as the Head of Department to ensure the efficient delivery of the L&T activities of the department; namely the successful delivery of the MD program, by providing administrative support to the leaders who teach into the Women's Health sub-specialty rotation. The incumbent will be responsible for site coordination of the L&T administrative functions at the MHW but will also be involved in some high-level coordination activities across the multiple sites to ensure cohesion of the L&T team.

The MD program encompasses the Women's Health sub-specialty rotation within the Principles of Clinical Practice unit PCP3A and the MD Research Project and Transition To Practice units of MD3 and MD4. It also includes discovery topics and research projects as part of the Clinician Scholar and Research Scholar pathways in the new MD. External Clinical Elective programs are also provided by the Department. Working closely with Academic Coordinators, the incumbent will ensure the effective and efficient administration of the program. The incumbent will be required to manage competing deadlines, prioritise tasks effectively, be self-directed, handle sensitive issues with discretion and confidently interact with internal and external stakeholders on a daily basis. It is expected that the incumbent have a strong understanding of the objectives, priorities and projects that lie within the responsibility of the Academic Coordinator to assist in the achievement of the goals of the L&T team and the delivery of the team's strategic vision.

The incumbent will support the Academic Coordinator and the L&T Leadership portfolio, such that they maintain a high level of personal productivity and effectiveness, working closely with other members of the L&T team in a supportive and collegial environment.

The Student and Teaching Programs Coordinator acts as an ambassador for the University through the provision of in-kind support to the Mercy Hospital for Women for student teaching and is a key point of contact with the hospital on day-to-day operational matters, establishing and maintaining a positive working relationship. The coordinator will also maintain close

collaborative relationships with the Austin Clinical School, the Department of Medical Education, as well as a range of other key stakeholders, both internal and external to the University.

We foster a values based culture of innovation and creativity to achieve excellence in teaching outcomes.

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

- ▶ Collaboration and teamwork
- ▶ Compassion
- ▶ Respect
- ▶ Integrity
- ▶ Accountability

## ***1. Key Responsibilities***

### **1.1 STUDENT COORDINATION**

- ▶ In consultation with Academic Coordinators, provide administrative support for the Doctor of Medicine program delivery for the duration of the sub-specialty rotation in Women's Health (PCP3) at the MHW campus by
  - Provision of student coordination for all areas of the MD teaching activity of the Mercy Hospital for Women campus (PCP3A sub-specialty rotation, discovery topics, research scholar pathway, and clinical and external elective program including onboarding, induction/orientation of students, allocation, assessments, examinations, curriculum planning and delivery, and student services. Provision of accurate advice and information to students and staff and hospital personnel on these matters.
  - Preparation of timetables for tutorials, workshops, and clinical placements each term, ensuring the timely release and distribution of course materials and complex subject timetables to students and staff by means of Time Edit and other media.
  - Provision of professional support to students.
  - Support for the development of teaching tools including but not limited to MOGCAST production (Dept podcast), including editing, sourcing audio, distribution and promotion; and the same for informative videos and other forms of media
  - Support for the development of teaching initiatives including but not limited to new discovery topics, clinical skills workshops, and the research scholar pathway.
  - Assist with coordination of student Mini-CEX and WBA's if required, and assistance with end of year OSCE exam
  - Management of room bookings for tutorials and workshops in a timely manner, including setting up the room, and ensuring the room and teaching equipment are clean and tidy after use. Liaison with Hospital personnel to ensure adequate access to teaching spaces.
  - Administration of student placements, ensuring systems and processes to ensure student safety and wellbeing are in place. This includes development, implementation and management of orientation activities for new students

based at MHW, such as facilitating provision of Hospital ID badges, organising swipe card access, managing compliance checks i.e. Police Checks, Working with Children Checks, immunisation requirements, and fit testing for P2/N95 masks.

- Contribute to the development and implementation of policies and procedures to streamline and improve the student experience across MD3, MD4, and the elective program.
- ▶ Ensure that all enquiries about the elective program are responded to promptly with accurate and appropriate information. This may include information about program availability, content, eligibility criteria, timetabling, fees and, for international students, visa requirements.
- ▶ Liaise with host hospital departments to secure placement slots and assist with management of student clinician relations including triaging of student issues, ad hoc enquiries and occasional reallocation of student placements at short notice
- ▶ Backfill professional staff leave at RWH, and other sites as required
- ▶ Other duties as directed

## 1.2 TEACHING PROGRAMS COORDINATION

- ▶ Support for formal teaching evaluation and informal student feedback; including the development and distribution of evaluation surveys, data entry, analysis, and presentation.
- ▶ Provide administrative support for the development and expansion of new programs and collaborations
  - Assistance with developing formal agreements between institutions and sites
  - Assistance coordinating new programs, collaborations, prizes, scholarships, and other opportunities
- ▶ Provide administrative support for clinical educators; continually review and develop administrative systems, local procedures to ensure optimal teaching delivery
  - Assistance with the creation and distribution of Annual Teaching Certificates for CPD and recognition, and of Annual Teaching Awards and accompanying letters.
- ▶ Involvement and contribution to Department strategic teaching planning sessions/days; including the organisational management of events, including webinar professional development series, training and social events. This includes budget development and obtaining approval, advertising, recording of minutes and the collating of reports from events
- ▶ Membership on and administrative support for L&T committee
- ▶ Responsibility for maintenance of website for Learning and Teaching including the development of new content
- ▶ Responsibility for producing the monthly e-newsletter, including sourcing content, formatting and design, timely and accurate dissemination of content to the teaching team
- ▶ Responsibility for maintaining the accuracy and completeness of email lists for all L&T related communications
- ▶ In liaison with the Academic Coordinator and other administrative staff, prepare and coordinate HR paperwork relevant to L&T staff; including that relating to promotion, performance reviews, and other

- ▶ Coordination of physical resources including any L&T assets; e.g. simulation models, including keeping records of teaching equipment across all metro sites and raising purchasing requests for new equipment.

### 1.3 PROFESSIONAL DEVELOPMENT

- ▶ Participate in professional development reviews
- ▶ Ensure that University training and OH&S requirements are met
- ▶ Abide by all University and Department policies and values

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Tertiary qualifications in a relevant discipline and/or equivalent mix of education and relevant experience
- ▶ Previous experience working in a large complex and dynamic service-orientated research intensive or clinical environment
- ▶ A high degree of professionalism, demonstrated by a strong commitment to quality service, with an ability to work independently as well as enthusiasm for working flexibly and collaboratively as part of a high performing team
- ▶ Demonstrated excellent administration skills with a high level of attention to details and commitment to accuracy.
- ▶ Excellent interpersonal skills and the ability to interact positively and discreetly where required, with staff and students from a broad range of backgrounds.
- ▶ Excellent customer service and communication skills, including a demonstrated capacity to liaise and develop relationships effectively with a broad range of academic and professional staff and to contribute positively to developing a cohesive cross-campus department ethos
- ▶ Ability to contribute towards innovation and continuous improvement with respect to work processes, including supporting the implementation of new systems of working. Demonstrated ability to work flexibly and positively in the context of organisational change.
- ▶ Excellent written communication skills including the ability to prepare reports, committee papers, agendas, minutes and correspondence
- ▶ Advanced level of computer skills, particularly in the suite of Microsoft applications, as well as the capacity to learn and use in-house administrative systems.
- ▶ Well-developed analytical skills to collect and interpret simple data from evaluation surveys and the ability to collate and present this data.

### 2.2 DESIRABLE

- ▶ Previous experience in a student administration role supporting teaching programs in a clinical environment.
- ▶ Demonstrated expertise with University of Melbourne student systems including Time Edit, Learning Management System (LMS), StudentOne etc.

## **2.3 OTHER JOB-RELATED INFORMATION**

- ▶ A degree of flexibility is required, as operational needs occasionally require the incumbent to undertake duties outside normal working hours. The incumbent will be entitled to the relevant penalty rates or by mutual agreement, time off in lieu.
- ▶ 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.
- ▶ Primary place of work is at Mercy Hospital for Women which requires all working onsite to have the Annual influenza vaccine and recommended that they also have COVID19 Dose 1, Dose 2 and Booster.

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

- ▶ This position works under the broad direction of the Academic Coordinator. The incumbent works collaboratively with the Clinical Teaching team and the Department Manager and will have the skills and experience relevant to the environment and tasks to be independently responsible for prioritising their own workload. Initiatives, mature judgment, excellent liaison skills and the ability to represent the L&T team within the University and externally are essential.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The incumbent will resolve problems independently by applying their detailed knowledge of relevant policy frameworks and governance. The position requires a thorough understanding of the University teaching related operational policies and procedures and the intersection with the respective hospital systems. The incumbent will have the ability to think creatively and consider a range of solutions with an awareness of the consequences and implications of the decisions made. The incumbent must have well-developed problem-solving skills and will take responsibility for tasks undertaken. The incumbent will manage multiple concurrent deadlines, whilst recognising that a flexible approach is necessary to ensure quality service provision. Continual improvement of processes is important as part of business improvement.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The position requires excellent written and verbal communication skills and a high level of computer expertise and adaptability. The position also requires a sound understanding of the organisational structure, workplace culture and protocols and strategic objectives of the L&T teams within the Department, Faculty and University, as well as knowledge of the hospital partner processes and systems. The incumbent will have the organisational knowledge to develop and implement local systems to ensure that operational and policy objectives and compliance are met.

### **3.4 RESOURCE MANAGEMENT**

The role requires an understanding of the hospital environment and is expected to liaise effectively with hospital and teaching administration in addition to University of Melbourne staff.

### **3.5 BREADTH OF THE POSITION**

The position covers a broad range of high-level learning and teaching related administrative support activities, and the incumbent will liaise with a range of staff at a variety of levels across the University and with stakeholders such as partner hospitals and institutes. The position will coordinate a range of concurrent activities and needs to be able to act independently, manage complex information and communications processes.

## ***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 DEPARTMENT OF OBSTETRICS, GYNAECOLOGY AND NEWBORN HEALTH

<https://medicine.unimelb.edu.au/school-structure/obstetrics-and-gynaecology>

The University Department of Obstetrics, Gynaecology and Newborn Health is responsible for teaching Obstetrics, Gynaecology and Neonatal Paediatrics, to MD medical students.

Currently, each year approximately 330 medical students spend 6 weeks (across 6 rotations) attached to the Department during the third year of their medical course. In addition, there are graduate research students pursuing full-time or part-time research through the Department. These include Honours, Master of Biomedical Sciences and Doctor of Philosophy students. In Quarter 1 of 2024, there were approximately 38 graduate research students enrolled in the Department undertaking their PhD, including 4 under examination.

The **Vision** of the Department is to improve health around the world through research, education and clinical training in obstetrics, gynaecology and newborn health, and its **Mission** as a values-led and unified department, is to nurture great people and big ideas in teaching and research to lead and improve health outcomes globally in obstetrics, gynaecology and newborn health.

The Department aims to provide high quality academic services across a broad range of clinical, educational and research activities within its associated teaching hospitals, and especially at its major centres, the [Royal Women's Hospital](#) and the [Mercy Hospital for Women](#). Other associated teaching hospitals are the Joan Kirner Women's and Children's at the Sunshine Hospital, the Northern Hospital in Epping, the St Vincent's and the Epworth Clinical Schools (and private hospitals) and the Ballarat Hospital and Goulburn Valley Hospital (Shepparton), both of which are linked to the [Department of Rural Health](#).

The Department is committed to establishing and maintaining a workplace culture consistent with the Faculty values of **Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity**.

The Department of Obstetrics, Gynaecology and Newborn Health has a strong research base with a history of significant competitive grant funding success from external, peer reviewed, grant awarding bodies. Particular areas of current research strength include maternal fetal medicine, neonatal paediatrics, women's health, infectious diseases, gynaecological oncology and reproductive biology. In 2023, the Department received Commonwealth grant funding of \$7.5m and State Government and Other grant funding of \$4.6m. The Department is also very successful in attracting philanthropic income to support its research endeavours and is very thankful for the generosity of its donors.

[Staff of the Department](#) include clinical academics, research fellows, research assistants and other research support personnel, administrative personnel and teaching staff associated with the various teaching hospitals involved in the delivery of the Department's graduate teaching programme. As of February 2024, the Department has 93 fixed term and continuing staff (headcount). The Department is also grateful for its 66 honorary staff who contribute to and help to successfully deliver the teaching and research activities of the Department.

The [origins](#) of the University of Melbourne Department of Obstetrics, Gynaecology and Newborn Health can be traced back to 1924, when the Victorian Branch of the British Medical Association appointed a committee under the leadership of Dr J W Dunbar Hooper "to enquire into the condition of midwifery work" in Victoria.

## 6.2 THE MELBOURNE MEDICAL SCHOOL

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

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training,



health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice and Primary Care;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics, Gynaecology and Newborn Health;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,200 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,076 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$165 million, the School's research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School's flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a \$6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice and Primary Care's continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School's development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

<https://medicine.unimelb.edu.au/about/diversity-and-inclusion>

MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

### **6.3 THE FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES**

<http://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 2010 gross revenue was in excess of \$680M. Approximately 50% of this income relates to research activities.

The Faculty has a student teaching load in excess of 6,000 equivalent full-time students including more than 1,000 research higher degree students. The Faculty has approximately 1,600 staff comprising 500 professional staff and 1100 research and teaching staff.

### **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, 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 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 that will reshape the campus and our contribution to the communities we engage with. This strategy and the priorities proposed are 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>