



POSITION DESCRIPTION

Department of Paediatrics
Melbourne Medical School
Faculty of Medicine, Dentistry and Health Sciences

Lecturer – Local Academic Coordinator

POSITION NO	0063960
CLASSIFICATION	Lecturer, Level B
SALARY	\$102,697 to \$122,268 (Level B)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time 0.2ET
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Belinda McClaren Academic Coordinator Email belinda-mcclaren@unimelb.edu.au 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 would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, celebration, initiation and renewal and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The Lecturer – Local Academic Coordinator will make a major contribution to the teaching, supervision and assessment of two academic programs located within the Department of Paediatrics:-

- Bachelor of Science/Bachelor of Biomedical Science Honours (BScHons); “**Honours**”
- Master of Biomedical Science (MBiomedSc)

The appointee will provide coordination, teaching, assessment and evaluation of the programs. Honours and MBiomedSc students may undertake research projects for these programs in one of the partner organisations on the Melbourne Children’s Campus, the Murdoch Children’s Research Institute (MCRI) or the Royal Children’s Hospital (RCH) and the Coordinator works closely with supervisors who are staff of MCRI and/or RCH to ensure the success of the program.

The Lecturer – Local Academic Coordinator will work under the guidance of the Deputy Head of Department and the Honours Committee to:

- effectively and efficiently meet the educational and learning needs of students enrolled in each program
- identify and enact strategies to ensure ongoing effective coordination of the Honours and MBiomedSc programs

The appointee will be expected to make contribution to the Department in the areas of teaching excellence, research, administration and professional development, and to actively promote the discipline.

1. Key Responsibilities

The position description should be read alongside [Academic Career Benchmarks and Indicators](#) and the [Academic Performance Framework](#)

1.1 TEACHING AND LEARNING

The Lecturer – Local Academic Coordinator will have responsibility for coordination of the local Honours and MBiomedSc programs.

- Coordinate the organisation and delivery of the programs including project collection, student selection, assessment and evaluation
- Identify appropriate approaches to teaching and learning through analysis of learning needs of students
- Demonstrate a proactive reflexive teaching practice through seeking guidance from senior teaching staff and student feedback
- Apply contemporary pedagogical insights to teaching practice, including those specific to the discipline

Provide high level contribution to the development, coordination and overarching supervision of Honours and MBiomedSci teaching activities of the Department of Paediatrics by:

- Coordination of the Department Honours and MBiomedSci programs, including Honours handbook, PAED40002 coursework subject, PAED40001 and PAED40005 research subjects, timetables and assessments.
- Honours student intake ~20-25 per year (1 academic year program).
- MBiomedSci student intake ~4-5 students per year (2 academic years program, start- and mid- year intakes).
- Overseeing selection of suitable projects offered on the Melbourne Children's campus and selection of potential students
- Liaising with and engaging student supervisors who are primarily located in MCRI and RCH
- Leading assessment procedures and having responsibility for communication of results to students and the University. The Coordinator will assign Honours and Masters theses to academics for examination but will not be required to be directly involved in thesis marking, unless the incumbent chooses to supervise specific projects directly.
- The Coordinator, together with the Honours/MBiomedSci Committee will constitute the examination board for Honours and Master of Biomedical Science.
- Involvement with successful evaluation of programs and recruitment of student cohorts

1.2 RESEARCH AND RESEARCH TRAINING

- Participate in research independently and as a member of a research team
- Produce quality conference and seminar papers and publications
- Provide effective supervision/co-supervision of major honours or postgraduate research projects
- Produce publications arising from scholarship and research, such as books and peer reviewed journal articles
- Identify sources of funding to support individual or collaborative projects, relating to teaching, research and engagement practice in the discipline

1.3 LEADERSHIP AND SERVICE

- Actively participate at School and/or Faculty meetings and contribute to planning or committee work to build capacity in the School/discipline. This includes membership of the Melbourne Children's Campus Graduate Research Committee and the Faculty Honours coordinator committee.
- Actively engage with key stakeholders of the Honours and MBiomedSci programs, including student supervisors and Faculty and University personnel
- Actively participate in key aspects of engagement within the University e.g. School's outreach, orientation, academic advice to external bodies
- Participate in community and professional activities related to the relevant disciplinary area including attendance and presentations at conferences and seminars
- Positively engage in learning and career development of self and others
- Effectively demonstrate and promote University values including diversity and inclusion and high standards of ethics and integrity

- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- A PhD or equivalent in a relevant field plus an appropriate level of expertise gained from a combination of experience and training
- Experience in supervision of coursework, higher degree and post-doctoral research students
- Strong interpersonal and communication skills, with an ability to build and maintain relationships with key stakeholders (internal and external) and work collaboratively
- Ability to mentor and guide students with regard to coursework, research projects and professional internships.
- Excellent organisational and time management skills

2.2 DESIRABLE

Postgraduate teaching experience in a relevant area

A research profile at a national level as evidenced by:

- Demonstrated success in obtaining research funding,
- Award of funding to support individual or collaborative projects relating to teaching, research and leadership practice in the discipline
- A strong publication record in high-impact peer reviewed journals

3. Special Requirements

As this position is located at The Royal Children's Hospital, the incumbent will be required to hold and maintain a current Working with Children Assessment Notice valid for paid-work <http://justice.vic.gov.au/workingwithchildren> and current police check

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 University's People Strategy 2015-2020 and policies that address 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 service for excellence and reach the targets of Growing Esteem.

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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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 PAEDIATRICS

<https://medicine.unimelb.edu.au/school-strudatacture/paediatrics>

The Department of Paediatrics serves as the flagship representative of the University's collaboration with the Royal Children's Hospital, sharing a location on Flemington Road in Parkville. This department, situated within the School of Medicine, holds a significant role in overseeing the Child & Adolescent Health component of the Doctor of Medicine program. It boasts a team of 82 academic and professional staff, along with 447 honorary academic staff members, alongside a student body of over 150 individuals pursuing research degrees ranging from Honours to Masters and PhD levels.

Throughout the year, approximately 220 students engage in clinical studies related to Child & Adolescent Health, while an additional 60 students are involved in research projects as part of the MD program. In 2020, the department secured research funding exceeding \$5.5 million and contributed more than 1295 peer-reviewed publications.

The Department of Paediatrics delivers a diverse range of teaching across clinical, biological, and health sciences, particularly within the MD program. It carries the responsibility of instructing on child and adolescent health, paediatric surgery, and various other specialties concerning the well-being of children, adolescents, and their families, including mental health. Furthermore, the department offers postgraduate programs in Adolescent Health & Welfare, Genetic Counselling, Genomics & Health, and Research Higher Degrees.

Beyond academia, the Department of Paediatrics plays a pivotal role in shaping the policies and senior management of the Royal Children's Hospital. Its members are actively engaged in policy development for child and youth health at both national and state levels, extending their influence to broader health policy areas.

In collaboration with partners such as The Royal Children's Hospital and the Murdoch Children's Research Institute, the University's Department of Paediatrics envisions the Royal Children's

Hospital campus as an integrated hub for research, teaching, and clinical activities, all with the overarching goal of advancing child and adolescent health.

6.2 MELBOURNE CHILDREN'S CAMPUS

<https://www.melbournechildrens.com/about/>

Melbourne Children's is a fully integrated academic paediatric teaching hospital and research institute which is unique in Australia and acclaimed internationally. Bringing together four outstanding organisations, The Royal Children's Hospital, the Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation, the Melbourne Children's is a single, purpose-built and multi-award winning campus in the city of Melbourne.

The purpose of the Melbourne Children's is to collaborate, as world leaders, in advancing child and adolescent health through prevention, early intervention and health promotion, together with the highest quality clinical care, outstanding research and comprehensive education and training. Together the partnership forms an interwoven, symbiotic relationship delivering high quality clinical services underpinned by research and education. Collectively the independent entities contribute to a paediatric health sciences precinct which is greater than the sum of the parts. The presence of each benefits the other, ensuring the primary focus of each entity is achieved.

The Royal Children's Hospital Foundation provides invaluable philanthropic support to Melbourne Children's, enabling the campus to pursue innovative, world-leading clinical, research and teaching opportunities to deliver high quality paediatric care and successful prevention strategies.

6.3 THE ROYAL CHILDREN'S HOSPITAL

<http://www.rch.org.au/home/>

The Royal Children's Hospital (RCH) is a statewide teaching, training and research paediatric hospital. The hospital provides tertiary, secondary and primary child and adolescent health services, including mental health services.

The Royal Children's Hospital has a major leadership role in child and adolescent health in Victoria with statewide specialist roles. A tertiary and quaternary paediatric referral centre the Royal Children's Hospital provides specialist services and multidisciplinary clinics for sick infants, children and adolescents from Victoria, Tasmania, South Australia and southern New South Wales. The Royal Children's Hospital also provides specialised paediatric care for patients from overseas, particularly from south-east Asia, Nauru and Fiji.

The Royal Children's Hospital plays a major role in child public health, health promotion and advocacy for children and young people's health. It provides the full spectrum of medical and surgical paediatric services, as well as a number of specialist tertiary paediatric services and health promotion and prevention programs for infants, children and adolescents. These services are provided on both an inpatient and ambulatory basis.

Teaching, training and research are fundamental elements of the Royal Children's Hospital. The Royal Children's Hospital is part of a child health precinct, and in partnership with the Murdoch Children's Research Institute, the University of Melbourne, La Trobe University, Deakin University, Monash University and RMIT University, ensures clinical services are integrally linked with teaching, training and research.

These relationships are crucial in providing opportunities for significant participation in the public health agenda for children and young people, for 'translational research' to drive laboratory and clinical findings into health promotion and prevention programs and for driving new paradigms and models of care.

6.4 MELBOURNE MEDICAL SCHOOL

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 2,296 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.

6.5 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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

The Faculty of Medicine, Dentistry and 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 \$630M 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.

6.6 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>

6.7 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.

6.8 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>.