



## POSITION DESCRIPTION

Faculty of Medicine, Dentistry and Health Sciences  
Learning and Teaching Unit

### Senior Advisor, Education Innovation

<b>POSITION NO</b>	0061600
<b>CLASSIFICATION</b>	UOM 8
<b>SALARY</b>	\$119,742 – 129,607 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part-time 0.8 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>	Kyahl Anderson Tel +61 3 9035 8201 <a href="mailto:kyahl.anderson@unimelb.edu.au">kyahl.anderson@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***

The Advisor, Education Innovation plays a crucial role in driving educational excellence and continuous improvement in a fast-paced environment at the Faculty of Medicine, Dentistry and Health Sciences (MDHS) in the University of Melbourne. This position is responsible for helping drive the Course Innovation and Quality portfolio and the New Education Programs Advisory Committee by advising on curriculum development, innovative teaching technologies, and pedagogical best practices to enhance the quality of academic programs, student learning experiences and the sustainable scaling of education.

The incumbent will work closely with and support the Faculty's Academic Director, Course Innovation and Quality to provide strategic guidance and work with Faculty staff as they develop new educational programs, helping to shape and refine ideas to ensure alignment with the Faculty and University's priorities, and best practice education. The incumbent will independently collect information and develop short proposals to be considered with leadership to adapt to the changing academic environment and healthcare workforce needs. The role will foster a culture of continuous improvement and academic excellence by promoting creative thinking and educational innovation. The incumbent is responsible for staying up to date on emerging trends in education including curriculum design, educational technology and pedagogical innovation.

This role requires excellent stakeholder engagement and change management skills with an extensive consultative approach working with academics, senior leaders, and professional staff across the Faculty's six schools, multiple Faculty operational areas and broader University of Melbourne services to develop workable solutions and actions in relation to the Faculty's educational programs. The ability to build and maintain strong relationships and facilitate effective communication and collaboration among diverse stakeholder groups is essential to gather insights, build consensus, and drive academic program innovation. The incumbent may be required to coordinate or facilitate working groups, committees, or task forces related to education innovation.

This role works within the MDHS Course Innovation and Quality portfolio, working closely with and support the Academic Director. This portfolio is responsible for data-informed refinement of existing education offerings and development of exciting new course opportunities. The University of Melbourne is undergoing a significant transformation in learning and teaching fuelled by changes in technology (including artificial intelligence) and learners' needs, and a firm

commitment to widening participation. This role sits within the MDHS Academic Programs Policy and Governance team in the Learning and Teaching Unit (LTU), reporting to the Manager, Academic Programs Policy and Governance. The LTU is responsible for management and strategic oversight of a wide range of operations that support the student experience, effective operationalisation of work integrated learning, and governance and quality assurance. The incumbent will work closely with other areas of the LTU in relation to education innovation to ensure sound governance, quality assurance of academic programs, and enhancement of the student experience.

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

- ▶ Under the broad direction of the Academic Director, Course Innovation and Quality, work with academic leadership in ensuring the strategic alignment and sustainability of new education programs and innovation initiatives by managing the course development process, including the facilitation and active shaping of ideas development.
- ▶ Quickly collect, analyse, synthesise, and succinctly convey complex information for decision-making to a range of stakeholders, including Academic Directors, Deans, and Heads of School and Departments.
- ▶ Provide advice and strategic insight on curriculum design, course content, and instructional approaches to align with industry best practices, institutional goals, and emerging trends in education.
- ▶ Use learning and teaching quality metrics and reports to identify challenges relating to education provision, and evaluate and suggest best practice innovative education methodologies, curriculum design, and teaching technologies for appropriate solutions.
- ▶ Ensure currency of industry knowledge with relation to developments in curriculum design, educational technology, and pedagogical innovations within the health disciplines.
- ▶ Conduct comprehensive SWOT (Strengths, Weaknesses, Opportunities, Threats) analyses to identify areas for improvement and opportunities for innovation within academic programs.
- ▶ Develop compelling presentations and reports to communicate strategic insights, recommendations, and actionable plans for enhancing academic programs.
- ▶ Collaborate with diverse stakeholder groups to develop and implement actionable plans and change management processes for curriculum enhancement, instructional design, and other pedagogical improvements.
- ▶ Coordinate and facilitate working groups, committees, or task forces related to curriculum development, instructional design, and other pedagogical initiatives.
- ▶ Foster a culture of continuous improvement and academic excellence by promoting creative thinking and educational innovation.
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.
- ▶ Other duties commensurate with experience, position level and project scope.

## ***2. Selection Criteria***

## ESSENTIAL

- ▶ A graduate qualification in a relevant field with relevant experience or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated ability to operate at multiple levels, including operational, strategic, and relational, to drive academic program innovation.
- ▶ Excellent stakeholder relationship skills, with highly developed interpersonal and verbal communication skills and the ability to build and maintain strong relationships with a range of people across all levels of the organisation.
- ▶ Highly developed communication, collaboration, and negotiation skills to work with diverse stakeholder groups to gather insights, build consensus, and drive academic program innovation.
- ▶ Demonstrated ability in change management, including initiation, development and implementation of effective workplace practices and processes and conveying of complex information to colleagues.
- ▶ High level of flexibility and adaptability, with the capacity to work autonomously under broad direction.
- ▶ High level organisational and time management skills, including the ability to prioritise workloads and work well under pressure to meet short deadlines.
- ▶ Demonstrated ability to make complex judgments and decisions and provide recommendations for resolution.
- ▶ Excellent information synthesis and written communication skills.
- ▶ A focus on educational outcomes and a commitment to the Faculty's values of respect, collaboration & teamwork, compassion, integrity, and accountability.

### 2.1 DESIRABLE

- ▶ A teaching and learning qualification or experience working in Higher Education portfolio management or health education development.

### 2.2 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ This position may require occasional work out of ordinary hours with time-in-lieu accrued according to the University's Enterprise Bargaining Agreement.

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

**-- PROFESSIONAL STAFF ONLY --**

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under the broad direction of the Academic Director, Course Innovation and Quality and the Manager, Academic Programs Policy and Governance. The incumbent is expected to independently relate existing policy and knowledge to work assignments or rethink the way a specific body of knowledge is applied in order to solve problems. The incumbent is a recognised authority in a specialised area.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to independently relate existing policy and knowledge to work assignments, rethink the way a specific body of knowledge is applied in order to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. This may involve stand-alone work or the coordination of others to achieve objectives. It may also involve the interpretation of policy, which has an impact beyond the immediate work area. The incumbent is required to suggest and develop innovative solutions to complex challenges in the delivery of education programs.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to have knowledge of curriculum design, education technologies, and pedagogical approaches and the interrelationships of these with academic and administrative policies. The incumbent will be expected to develop sound knowledge of the health education landscape and the Faculty of Medicine, Dentistry and Health Sciences more generally.

## 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 LEARNING AND TEACHING UNIT

(<https://mdhs.unimelb.edu.au/study/current-students>)

The Learning and Teaching Unit sits with the Deanery and Directorate of the Faculty of Medicine, Dentistry and Health Sciences. Portfolios include academic programs policy and governance, experiential learning, honours coursework administration, and student enrichment and support. The LTU actively contributes to the Faculty's values of Collaboration & Teamwork, Compassion, Respect, Integrity, and Accountability

### 6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

(<https://mdhs.unimelb.edu.au/about>)

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 8,300 equivalent full-time students including more than 1,100 research higher degree students. The Faculty has approximately 3,000 staff comprising 800 professional staff and 2,200 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

#### Our values

The Faculty of Medicine, Dentistry and Health Sciences works to improve the health and wellbeing of the communities it serves. We invest in developing the careers and wellbeing of our students and staff, fostering a culture that supports us all to do our best work. We are guided by our values in our pursuit of excellence: Collaboration & Teamwork, Compassion, Respect, Integrity, and Accountability

### 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>