

Rewarding careers at Melbourne

Candidate Information Pack



**Department Manager, Department of Rural Health,
Melbourne Medical School**



**THE UNIVERSITY OF
MELBOURNE**

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.

In making this Acknowledgment of Country we commit to respectful and responsible conduct towards all others according to the Traditional lores of this land, particularly at times of formal ceremony.



Message from Dean of the Faculty of Medicine, Dentistry and Health Sciences

Thank you for your interest in the position of Department Manager within the Faculty of Medicine, Dentistry and Health Sciences.

Our faculty has been delivering outstanding health education for over 150 years. Today, positioned at the heart of one of the world's premier health and biomedical precincts, we bring together the largest aggregation of health and medical researchers in Australia to undertake research that has a global impact.

Our core purpose is to make a difference to the health and wellbeing of our communities by collectively meeting the challenges of a changing world. We invite you to join us and play your part in driving excellence and innovation. With students at the heart of everything we do, we are a global leader in health and proud of our exceptional graduates and our impactful research that spans discovery to translation.

As we move forward, we will continue to support our foundational strengths in the areas of cancer, child health, infection and immunity, neuroscience and mental health as well as bring a new focus in response to global trends in health, healthcare and health systems. In particular, we will be combining our efforts to progress work on curing chronic disease, health system innovation, and prevention and health equity.

We are committed to strengthening an inclusive, diverse, and equitable culture, grounded in respect for Indigenous knowledge and the Traditional Owners of the lands on which we work and study.

The new Department Manager will be an integral part of the wider faculty team here at the Department of Rural Health, who shares the ambition of our large and diverse faculty to look beyond what we are good at, to what we are good for.

If you would like to play an important part in achieving our ambition, we would love to hear from you.

Professor Jane Gunn
Dean
Faculty of Medicine, Dentistry and Health Sciences



“From the onset of the COVID-19 pandemic, the research world worked at a lightning pace to keep the public safe. The Faculty of Medicine, Dentistry and Health Sciences continues to adapt to the world’s new understanding of the importance of public health, continuing our extraordinary efforts in all facets of health and medical research and education to improve the lives of our communities.”

About the Faculty

The Faculty of Medicine, Dentistry and Health Sciences is a diverse faculty renowned for its research excellence, teaching, training, and policy leadership across the breadth of medical, biomedical and health science fields.

Led by the Dean, Professor Jane Gunn, the faculty is Australia's overall leader in clinical, pre-clinical and health sciences, and sits at the heart of a flourishing ecosystem of globally recognised health and biomedical organisations across Victoria. Partnerships are key to our continued success in education, research and enhancing the health and wellbeing of our communities.

Our staff and students benefit from longstanding relationships with many of the country's leading health research institutes. The faculty is home to the Doherty Institute for Infection and Immunity and Nossal Institute for Global Health, and has strong partnerships with WEHI, the Florey Institute, Peter MacCallum Cancer Centre, the Centre for Eye Research Australia, Murdoch Children's Research Institute, National Ageing Research Institute, St Vincent's Institute of Medical Research, Bionics Institute, Burnet Institute, the Baker Heart and Diabetes Institute, and Phoenix Australia.

We are based in Parkville, with a thriving rural health campus in Shepparton. Many of our faculty members are embedded with clinical partners across Greater Melbourne and regional Victoria. We have longstanding and productive education and research partnerships with our affiliated health services including: Austin Health, Northern Health, Western Health, Mercy Health,

Epworth HealthCare, Dental Health Services Victoria, the Royal Melbourne Hospital, the Royal Children's Hospital, the Royal Women's Hospital, St Vincent's Hospital Melbourne, the Royal Victorian Eye and Ear Hospital, Orygen Youth Mental Health, Goulburn Valley Health, Northeast Health Wangaratta, Grampians Health Ballarat and Bendigo Health. **Explore your area of interest on our interactive map.**

The faculty comprises six schools and 41 departments, centres and institutes. It employs more than 2,750 FTE staff members and has a large and committed community of honorary members. It educates around 11,000 students each year, offers over 140 courses, and is a significant research contributor to the University of Melbourne.

Approximately 1900 graduate research students conduct research supervised by over 1800 academic and honorary staff across the faculty's schools and affiliated health services and research institutes each year.

We are the custodial faculty for the Bachelor of Biomedicine and the Bachelor of Oral Health. We offer a suite of professional entry masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Surgery (DDS), Doctor of Optometry (OD), and the Doctor of Physiotherapy (DPT). We also offer graduate level programs such as the Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Nursing Science, Master of Clinical Audiology, Master of Speech Pathology and many more in nursing, social work, health sciences and psychology.



Department of Rural Health

medicine.unimelb.edu.au/school-structure/rural-health

The Department of Rural Health is a department within the Melbourne Medical School at the University of Melbourne. The Department is based in Shepparton, Ballarat, Bendigo (in partnership with Monash University and La Trobe University) and Wangaratta and has associations with more than 40 smaller rural towns in Victoria.

The key purpose of the Department is to provide professional health education and research training in a rural context with an aim to increase the rural health workforce.

The Department works closely with the local community and healthcare partners to ensure that we remain relevant and connected. Our partnerships underpin our teaching and research. The Department of Rural Health is funded primarily by the Australian Government Department of Health's Rural Health Multidisciplinary Training (RHMT) Program. The aim of the RHMT program is to improve the recruitment and retention of health professionals in rural and remote Australia. The Department works towards this goal with various programs including: The Rural Clinical School, the University Department of Rural Health and The Goulburn Valley Regional Training Hub.

The Department also receives funding for other programs and research including the Centre for Excellence in Rural Sexual Health.

The Rural Clinical School (RCS):

Providing students with an excellent medical education and a rewarding rural experience.

Centre for Excellence in Rural Sexual Health (CERSH):

Improving sexual and reproductive health in the regions that we serve.

Goulburn Valley Regional Training Hub (GVRTH):

Providing support and education to medical students, interns and trainees to help create a sustainable future rural medical workforce.

University Department of Rural Health (UDRH):

- **Going Rural Health (GRH):** Supporting allied health, nursing and health science students to complete rural clinical placements.
- **Aboriginal Health:** Providing education and research in Aboriginal Health with Aboriginal people.
- **Research:** Undertaking research with impact for rural communities in our region.



“Excellence and equity in Rural Health through education, research and engagement”

Our Department provides professional health education and research training in a rural context. Based at Shepparton in the Goulburn Valley, we have major nodes at Ballarat and Wangaratta and associations with nearly 40 smaller towns in rural Victoria.

Professor Julian Wright
Head of Department of Rural Health
Director of Medical Student Education
Department of Rural Health

The position

The Department of Rural Health (DRH) is committed to excellence and equity in Rural Health through education, research and engagement. It is funded by the Australian Government to provide both a Rural Health Multidisciplinary Training (RHMT) Program and an Integrated Rural Training Program (IRTP) for postgraduate Medical Training, by the Moira Health Alliance to provide training and supervision to the Murray to Mountain (M2M) Intern Training Program, the Victorian Government to host a Centre of Excellence in Rural Sexual Health (CERSH), by grants from external research funding bodies, and by other rural health related consultancies.

The RHMT program consists of the 'Rural Clinical School' (RCS), which educates medical students enrolled in the postgraduate Doctor of Medicine course and a 'University Department of Rural Health Program' encompassing rural training and experience for dental, nursing and allied health students, health promotion, rural research, and Indigenous Health Staff are primarily located at Albury, Ballarat, Bendigo, Echuca, Numurkah, and Wangaratta with Department Executive and principal operations based in Shepparton.

Reporting to the School Manager and collaborating in a strategic business partnership with the Head of the Department, the Department Manager for the Department of Rural Health has responsibilities for providing effective leadership and professional services to enable our teaching and research to take place efficiently, effectively, and safely.

Working within a self-directed framework, the Department Manager will lead the overall operational performance of DRH education, research, financial and business services, ensuring consistency with the operating models of the School, Faculty and University. The Manager contributes to and promotes the achievement of the strategic and operational goals of the Department. The incumbent is also responsible for the development and implementation of systems, policies and procedures, along with the effective and efficient use of resources.

The Department Manager will reside within reasonable driving distance of one of the Department of Rural Health's major sites (Shepparton, Ballarat, Wangaratta) fostering a positive culture and work environment for all staff, whilst ensuring effective relationships are maintained with health services, primary care practices and partner organisations to maintain and support the critical work of the Department in rural communities.



Job description:

Key duties and responsibilities

Role

Department Manager

Location

With a primary office location based at one of the Department of Rural Health's major sites (Shepparton, Ballarat, Wangaratta), the candidate is expected to reside within a reasonable driving distance of the other DRH sites to facilitate regular visits to other locations with a minimum of two days per week to be spent at the Shepparton site.

Salary

Senior Manager 1 - An attractive remuneration package to be negotiated
Plus employer superannuation contribution of 17%

Length of employment

Continuing

Key Responsibilities

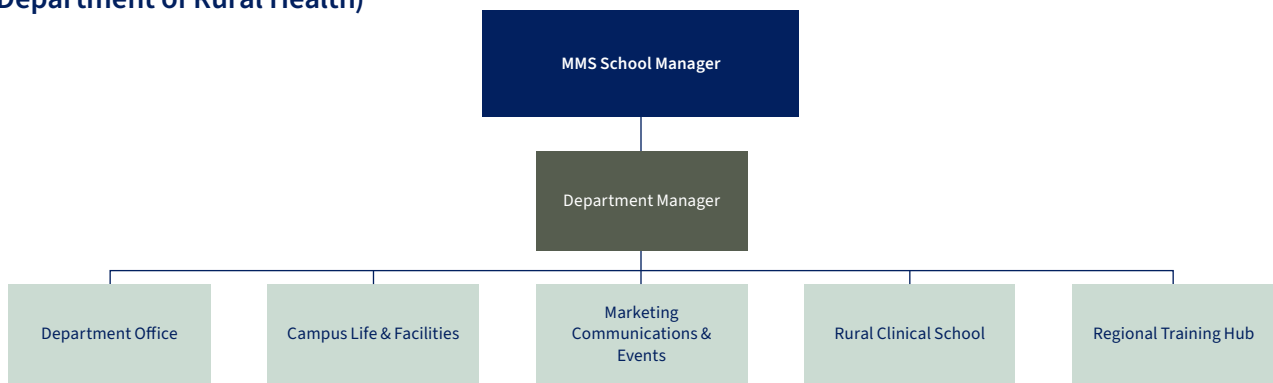
Planning and policy

- As a key member of the senior leadership team provide strategic advice and support to the Head of Department and Executive team in a broad range of areas relating to the Department's business.
- Act as the lead for business development, planning, financial and strategic frameworks on behalf of the Head of Department in order to ensure collaborative and transparent planning structures. Ensure that School, Faculty and University priorities are understood, and incorporated into Department planning activities.
- Work closely with the Head of Department and the School in the development and implementation of the strategic and operational planning processes, monitor progress throughout the year, evaluate outcomes and make recommendations for change.
- Ensure effective Department governance structures and processes are in place and are followed. Contribute to School level governance through membership and/or participation in relevant committees and working groups.
- Assist in identifying and directing strategic projects that support high-level Department initiatives.
- Implement the University of Melbourne and School strategic approach to Indigenous partnerships and connect with Murrup Barak and other Aboriginal and Torres Strait Islander leaders at the University.

Human resources

- Ensure effective human resource (HR) management of the Department's staff, providing high level advice and support to the Heads of Department, Executive and supervisors on HR matters including workforce planning; performance management and development plans; recruitment and selection strategies and personnel management.
- Provide vision, role clarity and development opportunities for professional staff to create an engaged workforce with a commitment to the provision of quality of service and continuous improvement.
- Effectively motivate, coach and manage staff to achieve goals. Ensure (or liaise with line managers of professional staff to ensure) staff are provided with clear performance expectations and regular feedback, addressing poor performance and nurturing and rewarding high performance.
- Undertake probationary and performance management processes and hold regular conversations with staff to provide positive and constructive feedback to enhance staff and team performance.
- Engender and be an advocate for cultural safety throughout the Department.

Melbourne Medical School (Department of Rural Health)



Financial and resource

- Work with the School in the development and preparation of the Department's annual budget, providing advice and recommendations to the Head of Department.
- Provide effective leadership and management of the Department's financial position, including budget monitoring and overseeing reporting processes, making recommendations for remedial actions in the event of budget anomalies.
- Take a lead role in the management of Department resources, and the optimal utilisation of University services to deliver the best possible outcomes for the Department. Act as an advocate within the Department for the responsible allocation of resources.
- Oversee and facilitate financial management of research funds, working with finance representatives to provide advice both pre and post award to research group leads, enabling appropriate fiscal management of all research projects.
- Lead the Department's government reporting obligations ensuring all deadlines and requests for information are met.
- Develop business proposals for funding and work with colleagues across the University in promoting the growth and financial viability of the Department.

Stakeholder engagement

- Ensure effective engagement with all staff in the Department, developing and maintaining strong relationships and open channels of communication.
- Manage relationships with partner health services, community partners and with other universities operating in rural locations, liaising with other managers where required.
- Foster and maintain quality partnerships with local Aboriginal communities, leaders and organisations in DRH regions as well as with Aboriginal and Torres Strait Islander leaders at The University of Melbourne as appropriate.
- Negotiate legal agreements governing stakeholder relationships where required in conjunction with the School.
- Maintain strong working relationships with other Department and Precinct Managers as well as School and Faculty Managers to support a work environment that promotes collaboration, joint planning, and the sharing of knowledge.
- Develop strong and collaborative relationships with key internal and external stakeholders, especially hospital institute and precinct peers.

Compliance and quality assurance

- Ensure deliverables associated with government grants are monitored and reported in a timely manner.
- Support and advise the Head of Department in relation to compliance issues across a broad range of areas including human resources, finance, legal, student administration and research.
- Oversee compliance and quality assurance management in line with requirements under the University's risk management policy. Ensure policy compliance and effective dissemination of relevant policy and compliance communication across the Department.



Selection Criteria

Essential

- Appropriate postgraduate qualification in a related discipline together with extensive experience, or an equivalent combination of relevant experience and/or education/training
- Extensive relevant management experience in large and complex organisations, preferably within a higher education, research or health-related organisation
- Excellent interpersonal skills including a high level of empathy, equanimity and emotional intelligence. Reflective listener committed to self-leadership
- Exemplary team leadership skills. Demonstrated track record of enabling great staff performance; creating autonomy across diverse teams where staff are empowered and trusted to do their work
- High level problem-solving and analytical capability as demonstrated within complex organisations. Track record of addressing complex human resources and operational issues promptly and comprehensively
- Team player with demonstrated capacity to work collegially at an executive level. A keen awareness of the interdependencies within a large publicly funded, service-oriented organisation
- Strong financial acumen. Direct experience in the development, preparation and monitoring of annual budgets. Demonstrated track record of ethical decision-making, ensuring accountability and transparency regarding all financial transactions
- Excellent communication skills. Ability to present information clearly in writing for the purposes of government reporting. High level influencing and negotiation skills

- Demonstrated experience in developing and implementing strategic and operational business plans, including business continuity, risk management and occupational health and safety frameworks
- With a primary office location based at one of the Department of Rural Health's major sites (Shepparton, Ballarat, Wangaratta), the candidate is expected to reside within a reasonable driving distance of the other DRH sites to facilitate regular visits to other locations with a minimum of two days per week to be spent at the Shepparton site

Desirable

- Experience working with Aboriginal and/or Torres Strait Islander people, organisations and/or communities
- Experience of leading staff in dispersed geographical locations and engaging effectively with rural communities

Special requirements of this position

- Occasional work out of ordinary hours, travel, etc
- 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
- The incumbent will be required to travel to metropolitan, regional and rural department locations

Job Complexity, Skills, Knowledge

Level of supervision/independence

- The Department Manager operates within a broad framework defined by the School and Department's governance structure and strategic goals. Within this framework the incumbent is expected to resolve problems related to the running of the Department and to initiate action that will benefit the Department and Precinct. The occupant has the autonomy to make assessments and decisions related to a diverse range of people and activities within the School.
- Line management and broad supervision are provided by the School Manager, and the Department Manager is expected to work independently and autonomously on the achievement of objectives of the role.

Problem solving and judgement

- The Department Manager is expected to make good decisions based on quality information and be able to develop alternative courses of action if required. The incumbent will be required to exercise well-developed analytical, investigative and reporting skills to manage complex issues and situations across a range of activities, with discretion and sensitivity. High level judgement, diplomacy, advocacy and excellent problem-solving skills are required in order to develop strategic and innovative solutions to complex problems, within an environment of competing priorities and resource constraints.
- The incumbent is expected to identify, evaluate and present practical alternative solutions to a range of problems in financial, human, and other resource areas. The ability to recognise consequences and outcomes of advice, decisions or actions taken, and confidentiality is essential to this position.

Professional and organisational knowledge

- The Department Manager will possess or rapidly acquire a broad knowledge base with regard to the School, the wider University environment, the research sector, external funding bodies and Higher Education and Health Services sector in general. The Manager plays a pivotal role in strategic planning, program evaluation and resources management. This requires an understanding of the Department's role in a broader School and regional context. A thorough understanding and ability to communicate specialist and complex information and interpret the scientific context in which the Department and Precinct operate is essential
- The incumbent distils information from multiple sources and provides input on possible trends or issues which may impact on the Department, School, and the Faculty. The incumbent must have a willingness to work with changes in systems, or processes.
- The position requires a range of high-level interpersonal skills that inspire confidence and enable all staff to work effectively within a collegial, team environment, and be recognised for their achievements.

Resource management

- The Head of Department has ultimate responsibility for the financial and capital resources of the Department. However, the Department Manager is expected to make independent decisions regarding the deployment of the resources for which they are accountable and to provide high level advice and develop recommendations for the Head of Department for consideration and implementation.
- The incumbent will lead and motivate professional staff ensuring that services are delivered at a high standard. The incumbent is also required to be able to solicit cooperation from staff that do not report directly to this position, which requires a consultative style, and an ability to build common respect and understanding.

Working in the Faculty of Medicine, Dentistry and Health Sciences

Our purpose

Our purpose is to make a difference to the health and wellbeing of our communities by collectively meeting the challenges of a changing world.

Our values

In our work, we are guided by our faculty values:

- **Collaboration and teamwork** – we collaborate with each other and our partners to advance health and wellbeing locally and globally. We drive innovation and are open to new perspectives and ideas.
- **Compassion** – we cultivate an environment that is caring and upholds the health and wellbeing of our students and staff.
- **Respect** – we respect the diversity of histories, lived experiences and futures of our students, staff and the communities we serve, and create a safe place to work.
- **Integrity** – honesty, trust, and the highest ethical standards underpin our work and our relationships. We believe in intellectual freedom and the value of diverse cultural knowledges.
- **Accountability** – we are accountable to those we serve for our actions and outcomes and uphold our responsibility for the environment.

Our culture

Our culture is supportive, welcoming, and inclusive.

We are committed to championing diversity, inclusivity, innovation, and excellence in an environment that nurtures our students, staff and honorary community.

We offer the opportunity to be part of initiatives such as the Supporting Women in MDHS program, Women Clinicians in Academic Leadership, Pride in Action network, Indigenous Development network, Early Career Researcher network, Professional Leaders network and our Faculty Administration network. We are continually expanding our networks and initiatives to ensure we provide an environment where our people can thrive.

Safety and wellbeing are top priorities. We want you to feel safe in talking about mental health and trust that bullying, harassment, sexual misconduct and discrimination will not be tolerated.

Benefits can be tailored to best suit your needs and circumstances. Speak with us about how we can support you to become a valued member of our team.

Our strategy

Advancing Health 2030 sets out our bold and ambitious vision to be a global leader in health.

By focusing on the five key themes set out in the University's *Advancing Melbourne 2030* strategy, we aspire to drive excellence and innovation in health, locally and globally.

- **Place** – we will strengthen our health and biomedical precincts as world-renowned centres of best practice and impact.
- **Community** – we will champion inclusivity, innovation and excellence in a supportive environment that allows careers to flourish and our people to share our success.
- **Education** – we will cultivate exceptional graduates that are prepared to drive transformative outcomes in health, research and their communities.
- **Discovery** – we will deepen the excellence and impact of our research, from discovery to translation.
- **Global** – we will address the most important health and research priorities, in partnership, to transform local, Indigenous and global health outcomes.

“Caring for people is at the heart of what we do. Here you’ll find a culture of warmth and belonging, where we embrace and celebrate the diversity of our community. We’re committed to strengthening an inclusive culture that enables our staff and students to reach their full potential.”

Our benefits are above and beyond

Annual leave

Staff receive four weeks of paid annual leave for every 12 months, and 15 days of cumulative personal / carers leave. This can accrue if unused.

Superannuation - you're right, it is 17% p.a.

UniSuper is the super fund of choice for most staff in higher education. Staff are invited to join UniSuper. We pay 17% per annum (the standard general super guarantee in Australia is 11.0% [rising to 11.5% as of July 2024]).

Retirement age - there isn't one!

There is no formal retirement age for staff working at the University.

Salary packaging - we can help you reduce your taxable income

Staff benefits on offer at the University include the opportunity to salary package everything from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs and circumstances, including generous relocation support.

Other benefits

The University is a thriving community. There are many events and activities available to staff during the workday and after hours including free lectures, concerts and performances.

We have several car parks available for staff at reduced rates. You can elect to salary sacrifice or pay on a casual basis per day. If you ride, we have plenty of places for you to lock your bike safely under cover and showers are available.

The University has been recognised as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of Athena SWAN in Australia.

Parental and maternity leave

Having a child? (Including adoption)

Exciting news for new parents! Whether you're expecting a child or adopting, our university offers some of the most generous parental leave entitlements in the country. Regardless of how long you've been with us, you'll receive 26 weeks of fully paid parental leave. This applies to both maternity and partner (primary carer) leave. You'll receive a return-to-work bonus to help you transition back smoothly. We also offer concurrent leave, ensuring partners can support each other during this special time. Join our university community and experience unparalleled support for your growing family.

Our people

The University is committed to providing an intellectually stimulating and personally rewarding workplace which attracts people who are the best in their professional, academic and teaching fields.

Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. We are proud of our many staff who have been recognised through prestigious national and international awards and through membership of Australia's learned academics.

Among the scholars of international renown at the University is the winner of the Nobel Prize (Physiology and Medicine) - Professor Peter Doherty and many other public intellectuals and scientific leaders.

Equal opportunity, diversity and inclusion

The University of Melbourne 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. This commitment is set out in the University's Diversity and Inclusion Strategy 2030 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 differences in 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. This will help 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 the University's Advancing Melbourne strategy.



Working at the University of Melbourne

Our University

The University of Melbourne is a friendly, diverse community of students, academics and staff. We are world-renowned for the excellence of our research and for the warmth of our community. Established in 1853, we are a global leader in higher education and bring together the world's best minds to solve globally significant problems.

Our vision is to equip our students with a distinctive, future-facing education personalised around their ambitions and needs, enriched by global perspectives and embedded in a richly collaborative research culture.

Information about our strategic direction, Advancing Melbourne 2020 – 2030, can be found at: about.unimelb.edu.au/strategy/advancing-melbourne.

Our city

Melbourne is the capital city of Victoria and is the second largest city in Australia with a population of more than 5 million people. The Economist Intelligence Unit has rated Melbourne one of the world's most liveable cities based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University's main Parkville campus is based, covers 37.7 km² and has a population of more than 159,000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is recognised as Australia's cultural capital with a number of world-class galleries and museums, internationally renowned food and wine regions, and an impressive year-round calendar of events catering for all tastes.

On campus

Shepparton

Shepparton offers a relaxed rural lifestyle with all the big city facilities. It's community is diverse and growing, boasting beautiful housing estates, a range of schooling options and significant sporting facilities and outdoor activities. The region is renowned as Australia's food bowl and is within easy driving distance to many popular destinations such as Echuca, Nagambie and Yarrawonga.

Living in Greater Shepparton | Great Things Happen Here
[Moving here - Greater Shepparton Council](#)

Ballarat

Ballarat is one of Victoria's biggest regional centres, and one of the closest to Melbourne, the City of Ballarat continues to surge ahead, it's a well-kept secret that more than 2,000 people move here every year, now attracted by Ballarat's incredible services, housing, employment, tourism and events.

[Visit Ballarat - Where there is so much to be discovered](#)

Wangaratta

Wangaratta is a picturesque town with a vibrant CBD. It neighbours renowned wine regions such as Beechworth, King Valley and Glenrowan and is situated at the foothills of the major Victorian ski resorts.

[Home Visit Wangaratta](#)

Occupational health and safety

All staff are required to take reasonable care of their own health and safety and that of other personnel who may be affected by their conduct.

The OHS (Occupational Health and Safety) responsibilities applicable to positions are published at: safety.unimelb.edu.au/health-and-safety-contacts/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply to managers, supervisors and other personnel.



How to apply

If you have any queries about the role, please contact Cathy Mason, School Manager on +61 3 9035 4714 or email cathym@unimelb.edu.au. Please do not send your application to this contact.

Please submit your application, including your resume, cover letter and responses to the key search criteria via the University's website: jobs.unimelb.edu.au/caw/en/listing/

Alternatively, you can apply from the job site you visited.

Thank you
for your
consideration



THE UNIVERSITY OF
MELBOURNE

UniMelb On-Demand



Get to know us better
in your own time