

POSITION DESCRIPTION

Faculty of Medicine, Dentistry and Health Sciences
Department of Critical Care

Manager, Sustainable Healthcare

POSITION NO	0063687
CLASSIFICATION	UoM Level 8
SALARY	\$119,742 - \$129,607 (Pro-rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time (0.5 to 0.8 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Forbes Mc Gain Tel +61 400 224 318 Email: forbes.mcgain@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The University of Melbourne Faculty of Medicine, Dentistry and Health Sciences (MDHS) Sustainable Healthcare Manager (SH Manager) will be responsible for an understanding of education, research, and engagement across all sustainable healthcare activities within MDHS. The SH Manager will also co-ordinate sustainability initiatives, planning, and management stemming from the University of Melbourne Chancellery (i.e central Sustainability team). The SH Manager will report to the Associate Dean – Healthcare Sustainability, (A/Prof. Forbes McGain).

Climate change and species mass extinctions threaten the natural world and human civilisation. Yet, healthcare itself contributes to climate change and unsustainable practices, a problem increasingly being recognised by all healthcare workers and the broader community. At the University of Melbourne, in the Faculty of MDHS, under the guidance of Prof. Gunn et al, there has recently been a considerable increase in resources and staff engaged with climate change, sustainability, and health (and including healthcare sustainability). In addition to pioneering work within the Melbourne School of Population and Global Health, all five other MDHS Schools are increasingly investing in teaching and learning, engagement, and research in the field of environmental sustainability. Within the past few years several programs have commenced including [Wattle Fellows](#) (Melbourne University wide) the [Climate CATCH Lab](#), the [MACH Community of Practice in Sustainability of Health Care and Research](#), and the [Healthcare Carbon Lab](#).

Further, recent appointments such as Prof. Eugenie Kayak to the Medical School, and solid scores for the [Planetary Health Report Card](#) attest to the University of Melbourne's transition to a more sustainable footing. Engagement with staff from other University of Melbourne faculties, as well as affiliated hospitals, medical research institutes, and healthcare facilities relevant to all six MDHS Schools is accelerating.

The SH Manager will support the A/Dean in Healthcare Sustainability in surveying the current state of education, research, and engagement in sustainable healthcare and associated climate change and health programs within MDHS. Further, the SH Manager will engage with other MDHS staff involved with planning, developing, and implementing such sustainability activities. The SH Manager will have two major aims for the first year of their appointment: (i) to understand and report in detail what teaching and learning capacity is occurring in healthcare sustainability, climate

change, and planetary health within MDHS, and to recommend suggestions for developing such teaching programs further, and (ii) to develop with the A/Dean Healthcare Sustainability and others an MDHS Sustainability Plan.

This position requires academic, and managerial skills relevant to the field of environmental sustainability and also the capability to consistently augment such skills. Some understanding of University teaching programs will be valuable. Further, you will have the ability to increase your academic achievements and share in efforts to gain research and related grants. The role will be based primarily at the University of Melbourne, MDHS, although cross campus collaborations will be a vital part of the role.

Key Responsibilities

Under the direction of the Associate Dean – Healthcare Sustainability, the SH Manager will:

- ▶ Engage with students across the MDHS Faculty in the fields of healthcare sustainability, climate change and planetary health.
- ▶ Provide expert project management, delivering on Faculty and Chancellery initiatives, in collaboration with Faculty Directors, School Managers and Faculty leadership
- ▶ Manage the development and implementation of project plans to stated objectives
- ▶ Report in detail what teaching and learning capacity is occurring in healthcare sustainability, climate change, and planetary health within MDHS, and recommend suggestions for enhancing such teaching programs.
- ▶ Develop with the A/Dean Healthcare Sustainability and other MDHS Staff (e.g. the Climate CATCH Lab team) an MDHS Sustainability Plan.
- ▶ Manage the initiation, set-up, and implementation of small quality assurance and research projects independently and with the assistance of the A/Dean Sustainable Healthcare for medical, nursing, and other students affiliated with MDHS.
- ▶ Identify sources of funding to support individual or collaborative projects, relating to teaching, research and engagement practice in the discipline and assist in grant applications and opportunities for advancement/philanthropy.
- ▶ Actively participate at relevant University of Melbourne Medicine, Dentistry, and Health Sciences Faculty meetings and, with guidance, contribute to planning activities or committee work to support capacity-building in the School/discipline.
- ▶ Actively participate at academic and teaching programs associated with sustainable healthcare, climate change, and planetary health at Melbourne University affiliated hospitals and other healthcare facilities.
- ▶ Participate in community and professional activities related to the relevant disciplinary area.
- ▶ 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.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Undergraduate qualification in a relevant area such as healthcare and/or environmental science (Masters preferred, but not essential).
- ▶ Demonstrated ability to deliver complex projects, or sets of projects and initiatives
- ▶ Demonstrated ability to make complex judgments and decisions and provide recommendations for resolution
- ▶ Demonstrated educational roles (e.g. teaching as part of a university degree)
- ▶ Proven ability to build relationships with a wide range of stakeholders and apply strong interpersonal skills, with ability to influence people without formal management authority
- ▶ Ability to actively engage with academic, clinical and non-clinical staff
- ▶ Demonstrated ability to work independently, ideally in a university setting
- ▶ Demonstrated ability to perform quantitative and qualitative data collection and analysis under a range of research methodologies.
- ▶ Demonstrated ability to contribute to independent and team-based research and policy development in healthcare sustainability, climate change, and health
- ▶ Demonstrated excellent verbal and written communication skills for effective research and policy collaboration and engagement.
- ▶ Evidence of ability and desire to build an academic and/or policy making career trajectory.

1.2 DESIRABLE

- ▶ Demonstrated educator of University students, with the ability to actually undertake some teaching of sustainability to students enrolled in healthcare degrees.
- ▶ Demonstrated potential to supervise or co-supervise and mentor undergraduate students where appropriate.
- ▶ Contribute to publications arising from scholarship and research, such as publication of articles in peer reviewed journals.
- ▶ Demonstrated role to engage with external healthcare associated stakeholders (e.g. clinician associated colleges and societies)

2. Job Complexity, Skills, Knowledge

2.1 LEVEL OF SUPERVISION / INDEPENDENCE

The SH Manager will work with a high degree of autonomy under the broad direction of the Associate Dean – Healthcare Sustainability.

2.2 PROBLEM SOLVING AND JUDGEMENT

The person will need to exercise judgement and problem-solving within an environment of competing priorities and resource constraints. Complex and multi-faceted problems will require the Project Manager to gather data and information from a range of sources. Solutions that will often

have an impact much broader than the local work environment and have a lasting effect will require sound judgement that takes into account varied contextual, behavioural and relationship based factors.

2.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Professional knowledge is required, which comes from professional qualifications and professional experience in complex organisation. The incumbent will have, or will have the capacity to quickly establish, a sound understanding of the strategic imperatives of the University of Melbourne and the MDHS Faculty.

2.4 RESOURCE MANAGEMENT

The incumbent will have direct responsibility for budgets, and be required to ensure projects run on time and within allocated budget, as applicable.

You will be required to assist in grant and other monies applications, and be involved with educational courses associated with healthcare sustainability, climate change and health, such as those organised by the Climate CATCH Lab, and Healthcare Carbon Lab.

2.5 BREADTH OF THE POSITION

The incumbent will be responsible for a wide range of tasks, ranging from MDHS university teaching educational requirements across all 6 Schools, to responding to government, industry, and other parties for presentations, collaborations, and knowledge gathering, through to submissions and business planning.

You will also be working with multiple MDHS Deanery staff, as well as University of Melbourne MDHS Schools, and affiliated hospitals, clinics, and other institutions. The incumbent is required to understand the breadth of University and Hospital activities of research, knowledge transfer and administrative support services. The position develops interactions with a broad range of University staff, including managers and senior academics.

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

4. Occupational Health and Safety (OHS)

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

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 DEPARTMENT OF CRITICAL CARE

<https://medicine.unimelb.edu.au/critcare>

The Department was established in January 2021 and is based in Parkville, in the Melbourne Medical School, with activity at all key hospital sites. The Department of Critical Care forms the focus for academic activities in anaesthesia, perioperative and pain medicine, emergency medicine and intensive care medicine for the University of Melbourne and the related precincts. Members of the Department number approximately 20 paid academic and professional staff, working closely with a substantive and active honorary appointment cohort of clinician scientists in excess of 210, who are involved in research and in both undergraduate and postgraduate teaching in the critical care disciplines across the Melbourne Medical School. These activities are undertaken both within the Department, and more broadly on the hospital campuses.

The objectives of the Department of Critical Care are to provide clinical and research leadership from the interface of basic science and clinical medicine across the critical care disciplines within the environment of our health service partners across Melbourne, to teach undergraduate and postgraduate students, to perform high quality research, and to provide leadership in national medical and scientific bodies.

The Department has students enrolled in a range of degrees including the Bachelor of Biomedicine (Hons), the Master of Science, Doctor of Medicine and Doctor of Philosophy. The Department of Critical Care offers graduate programs in Disaster and Terror Medicine, with future courses in development.

5.2 MELBOURNE MEDICAL SCHOOL

<http://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 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.

5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences is made up of 6 schools. It 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 approximately \$750m with approximately \$400m income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including approximately 1,500 research higher degree students. The Faculty has approximately 3,000 staff comprising 800 professional staff and 2,200 research and teaching staff (plus approximately 4,000 honorary staff)

5.4 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>

5.5 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 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.

The Faculty of Medicine, Dentistry and Health Science has recently released its strategic plan, Advancing Health. This is linked to the University's strategy - Advancing Melbourne.

5.6 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>