



POSITION DESCRIPTION

Melbourne Poche Centre for Indigenous Health
Faculty of Medicine, Dentistry and Health Sciences

AN EXEMPTION HAS BEEN GRANTED UNDER SECTION 83 OF THE EQUAL OPPORTUNITY ACT 1995 (NO. A312/2007). ONLY ABORIGINAL OR TORRES STRAIT ISLANDER PEOPLE ARE ELIGIBLE TO APPLY

Indigenous Graduate Research Program Coordinator

POSITION NO	0053787
CLASSIFICATION	Academic Specialist, Level B
SALARY	\$119,231 - \$141,581 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time (0.6 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	Associate Professor Shawana Andrews Tel +61 3 8344 8280 shawanaa@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 Poche Centre for Indigenous Health (the Centre) is one of five Poche Centres across Australian Universities, including Flinders University and the Universities of Sydney, Queensland and Western Australia. The Melbourne Poche Centre, established in 2014 operates across the Faculty of Medicine, Dentistry and Health Sciences (the Faculty), through effective partnership and engagement with key stakeholders within various Schools and related institutes to deliver on key Indigenous specific outcomes of both the Centre and Faculty.

The central vision of the Melbourne Poche Centre is to accelerate the development of Indigenous leadership in Indigenous health, fostering the emergence of the next generation of Indigenous leaders. The two main strategic areas are:

1. Development of leadership in Indigenous health through fostering the emergence of the next generation of Indigenous leaders, and
2. Indigenous PhD recruitment and support.

The Centre's vision fits with the University of Melbourne's longstanding commitment to ensure Indigenous Australians participate and achieve successful outcomes in higher education. This is an opportunity to contribute to the University's work toward Indigenous advancement and take positive steps in the areas of Indigenous health, employment and education.

Under the guidance of the Director, the Graduate Research Program Coordinator will lead the Centre's academic work specific to Indigenous PhD students within the Faculty. Working closely with the Manager Indigenous Student Programs this position will develop and deliver bespoke academic supports to the Faculty's Indigenous PhD students. This will include identifying wrap-around supports for students according to their individual need, developing and delivering program activities specific to Indigenous doctoral advancement and leading larger initiatives such as a biennial international Indigenous graduate research symposium and the Tanderrum Visiting Scholars Program. This is a growing area of work that requires insight and academic nuance along with a capacity to build trusting relationships.

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

- Collaboration
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

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

1.1 RESEARCH AND THE ADVANCEMENT OF THE DISCIPLINE

- ▶ Provide high level support and strategic advice to the Director of the Poche Centre to lead the Faculty's Indigenous graduate research initiatives.
- ▶ Deliver bespoke academic support to Indigenous PhD students in the Faculty through strong relationships and engagement.
- ▶ Identify and secure funding to support individual or collaborative projects relating to doctoral advancement.
- ▶ Contribute to the Centre's program of research.
- ▶ Supervision or co-supervision of graduate research candidates

1.2 ENGAGEMENT

- ▶ Prepare and contribute to communications and marketing material including the Poche PhD Student Newsletter.
- ▶ Collaborate with other University of Melbourne faculties and Institutes on matters relating to Indigenous graduate research students, eg Murrup Barak and the Indigenous Knowledges Institute.
- ▶ Collaboration with external networks to foster partnerships, locally, nationally and internationally
- ▶ Engage and collaborate with both Faculty and Chancellery Graduate Research teams/leadership, and represent the Centre on relevant committees and working groups across the University

1.3 LEADERSHIP AND SERVICE

- ▶ Develop, deliver and maintain a range of activities that promote and enhance Indigenous scholarship and leadership in health.
- ▶ Lead international initiatives such as the biennial International Indigenous Graduate Research Symposium and the Tanderrum Visiting Scholars Program.
- ▶ Operate with autonomy and demonstrate flexibility in being able to adapt to changing priorities and demands.
- ▶ 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 in a relevant field of study, or close to attainment, and relevant experience.
- ▶ Demonstrated experience in academic program planning and development which will increase the academic opportunities and support for Indigenous graduate research students
- ▶ Demonstrated knowledge of the distinct needs and experiences of Indigenous graduate researchers and the broader higher education context.
- ▶ Well-developed professional organisational skills including the ability to coordinate workflow, determine priorities, schedule tasks to meet deadlines and effectively balance competing demands within a complex and high-pressure environment
- ▶ Excellent interpersonal and written communication skills with the ability to foster effective working relationships across the Faculty, University and with external national and international organisations
- ▶ Demonstrated ability to work both independently and as part of a small team.
- ▶ Demonstrated strong leadership and teamwork skills, with a proven ability to build a cooperative and inclusive workplace culture.

2.2 DESIRABLE

- ▶ Experience in the supervision or co-supervision and mentoring of postgraduate students and other staff
- ▶ Willingness to work outside standard University working hours if necessary. Time off in lieu of overtime worked is provided as agreed with the supervisor and in accordance with University policy guidelines.
- ▶ Some local, interstate and international travel will be required.

2.3 OTHER JOB RELATED INFORMATION

- ▶ 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.

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 MELBOURNE POCHE CENTRE FOR INDIGENOUS HEALTH

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

The Poche Centre for Indigenous Health is a faculty wide centre with a focus on accelerating the development of Indigenous leadership in Indigenous health. The Centre was established in June 2014.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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

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 6,000 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), and the Doctor of Physiotherapy (DPT). We also offer other graduate level programs such as the Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry, and many more in nursing, social work, health sciences and psychology.

5.3 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>

5.4 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.

5.5 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>