COMMUNITY OF PRACTICE FACILITATOR / PROJECT OFFICER

DEPARTMENT/UNIT: Department of General Practice

FACULTY/DIVISION: Faculty of Medicine Nursing and Health Sciences

CLASSIFICATION: HEW Level 6

WORK LOCATION: Notting Hill

ORGANISATIONAL CONTEXT

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You’ll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you’ll need to publish your work. We’re a university full of energetic and enthusiastic minds, driven to challenge what’s expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at www.monash.edu.

The Faculty of Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.
The School of Primary and Allied Health Care (SPAHC) is a newly established school with an organisational hub at the Peninsula campus. The School aims to be Australia’s leading centre of primary and allied health care education and research, building on existing strengths in emergency medicine, physiotherapy and occupational therapy by integrating new research areas, including rehabilitation, addiction and family violence. The SPAHC is a leader in primary and allied care research, teaching and service. The School provides high-quality primary care programs at undergraduate and graduate entry levels, specialised professional graduate coursework programs and higher degrees by research. The School currently includes the Departments of General Practice, Community Emergency Health and Paramedic Practice, Occupational Therapy, Physiotherapy, Social Work and Medical Imaging and Radiation Sciences.

The School’s Departments and Centres are situated across the Caulfield, Clayton, Peninsula and Notting Hill campuses. Planning is underway to bring two new Centres within the School: a Centre for Addiction Research and Recovery and an Integrated Rehabilitation Research Centre.

The Department of General Practice is one of the largest in Australia with approximately thirty staff and a large number of higher degree research students. Its research strengths are in the areas of injury management, prevention and management of chronic disease, women’s health, primary care data and vulnerable populations.

**POSITION PURPOSE**

The Community of Practice Facilitator will develop and maintain a digital Community of Practice (CoP) for general practitioners (GPs) to implement work-related mental health guidelines into their practice. The CoP is a key intervention component of the Implementing work-related Mental health guidelines in general Practice (IMPROve) trial, which is funded by an NHMRC Partnership Grant, along with partners Beyond Blue, Department of Jobs and Small Business, Comcare, State Insurance Regulatory Authority, iCare, WorkSafeVictoria, ReturnToWork South Australia and WorkCoverWA.

The CoP Facilitator will work with the Project Manager, the Project Team, Partner Investigators other stakeholders to build the CoP website, coordinate meetings of an Intervention Advisory Group, assist a CoP Clinical Opinion Leader to source or develop new electronic training and support resources for GPs for dissemination through the CoP, and provide online training and support for GPs who participate on the community of practice.

**Reporting Line:** The position reports to the National Research Project Manager under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Provide a range of project support services associated with building and maintaining a digital Community of Practice: assisting with project scoping and identifying deliverables, monitoring and reporting on project progress, user-testing and refinement of the digital Community of Practice, developing and collating documents, reports and correspondence, coordinating and providing executive support to project committee and meetings

2. Plan and undertake project related tasks, ensuring they are completed in accordance with agreed standards and timeframes

3. Act as a key liaison point and subject matter expert in relation to development of the Community of Practice website and its ongoing delivery

4. Develop or source electronic training and support resources for GPs who participate in the Community of Practice

5. Develop educational materials for GPs who participate in the Community of Practice
6. Provide efficient user support and training to those who engage with the Community of Practice
7. Undertake research, analyse results, investigate options and provide recommended solutions to project related issues
8. Prepare position papers, briefings, reports and presentations for a range of audiences
9. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support project objectives
10. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of project-related administration, processes and systems

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   • A degree in a relevant field with subsequent relevant experience; or
   • extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
   • an equivalent combination of relevant experience and/or education/training
Knowledge and Skills
2. Strong skills in developing educational materials for clinicians
3. High level creative and analytical skills with the proven ability to propose viable IT solutions, coordinate website development and maintenance, and report on digital systems
4. Excellent planning and organisational skills, with experience establishing priorities and meeting deadlines
5. Excellent administration and project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
6. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative
7. Strong relationship building skills, including the ability to interact with a variety of stakeholders including clinicians and policy makers.
8. Highly-developed interpersonal and communication skills, including experience in developing professional documentation

OTHER JOB RELATED INFORMATION
• Travel to other campuses of the University may be required
• There may be a requirement to work additional hours from time to time
• There may be peak periods of work during which taking of leave may be restricted
• A current satisfactory Working With Children Check is required

LEGAL COMPLIANCE
Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.