THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniqquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

The Faculty of Medicine

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

The School of Clinical Medicine

The School of Clinical Medicine has a strong focus on the delivery of both phases of the Medicine program across a number of sites within the Brisbane metropolitan area, including but not limited to, the Royal Brisbane and Women’s Hospital, Herston; the Princess Alexandra Hospital, Woolloongabba as well as QE2 and Redlands Hospitals; the Prince Charles Hospital, Chermside as well as Redcliffe and Caboolture Hospitals; Mater and Lady Cilento Childrens Hospitals, South Brisbane; Ipswich Hospital, Ipswich; Greenslopes Private Hospital, Greenslopes; Wesley and St Andrew’s Hospitals, Brisbane; and the St Lucia Campus. Leadership at each site is provided by an experienced academic with responsibility for budget and financial matters, human resource matters and facility management. The
School consists of academic staff members across all clinical disciplines and more than 2500 academic title holders.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

This position will work closely with the Phase 1 Student Coordinator and relevant Course Co-coordinators to assist in the delivery of teaching to Phase 1 students both within the hospital setting and the Translational Research Institute (TRI). This position will be based at the Princess Alexandra Hospital campus of The University of Queensland.

Duties

Duties and responsibilities include, but are not limited to:

Teaching and Learning

Year 1

- Assist the Course Co-ordinator in providing support and implementing Professional Development for Clinical Coaches; organising workshops, recording of relevant systems for training purposes.
- Assist Course Co-ordinator in the development of resources for Year 1 students.
- Organise and provide ongoing support for Year 1 Clinical Visits to PAH.
- Assist with remediation and resits of summative clinical skills assessment.
- Provide emergency or holiday relief for Clinical Coaching sessions as required.
- Assist Course Co-ordinator to interview with students who receive Borderline or Unsatisfactory grades on their Clinical skills examinations or Clinical Participation Assessments.
- Assist with Procedural Skills Workshops, Clinical Communication Skills tutorials and Masterclasses as required.
- Liaison with students regarding Clinical Practice courses as required.
- Assist with Year 1 Elective placements.

Year 2

- Assist Phase 1 Student Co-ordinator with recruitment of Year 2 Clinical Coaches at hospitals within the Southside Region.
- Develop strategies to increase clinician involvement in Year 2 Clinical Coaching.
- Provide liaison and teaching support to Year 2 Clinical Coaches.
- Provide emergency or holiday relief for Year 2 Clinical Coaching sessions as required.
- Liaison with students regarding Clinical Practice courses as required.
- Marking of Formative and Summative portfolio assignments.
- Assist Course Co-ordinator to interview with students who receive Borderline or Unsatisfactory grades on the Formative or Summative Portfolios.
- Liaison with Year 2 clinical coaches regarding Professional Behavior assessments of students.
- Assist with the Year 2 Masterclasses, Procedural Skills Workshops and Clinical Communications Skills tutorials as required.
- Assist course co-ordinator with OSCEs and clinical examination writing and co-ordination of OSCEs at TRI.

**Quality Assurance**
- Maintain professional accreditations appropriate to area of expertise.

**Service and Engagement**
- Perform a range of administrative functions in the School
- Contribute to the processes that enable the academic team to manage the work of the School, including participate in School decision-making and serve on School committees
- Involvement in developing and providing educational events for student and clinicians at the PA-Southside Clinical Unit.
- Foster the School's relations with industry, government departments, professional bodies and the wider community.
- Any other duties as reasonably directed by your supervisor

**Other**
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

**Organisational Relationships**
The position reports to the Phase 1 Clinical Practice Course Co-ordinators and the Head of the Clinical Unit.

**SELECTION CRITERIA**

**Essential**
- A degree and Fellowship (FRACS, FRACP or equivalent) with subsequent relevant experience; or experience in student and academic administrative fields; or an equivalent combination of relevant experience and/or education/training
- A sound knowledge of the University’s administrative systems, procedures and practices or the ability to rapidly gain such knowledge, is essential.
- Conversant with University and Faculty committee practices and procedures with respect to student and academic administration.
Excellent oral and written communication and interpersonal skills with the ability to liaise effectively and work with a wide range of people both internal, especially students, and external to the University.

Effective interpersonal, tact, discretion and ability to maintain confidentiality. Ability to relate sympathetically to students and ability to exercise initiative and judgment as appropriate.

Proficient in use of office applications including Outlook or equivalent, Blackboard, word-processing and database.

Ability to operate independently within a framework and guidelines established within the School.

Excellent organisational skills and a proven ability to work to deadlines and to establish priorities; substantial experience in managing workload under time critical situations

Ability to work collaboratively with staff at all levels

Proactive in finding solutions to problems and work effectively as part of a management team

Desirable

- Experience of working in an educational environment.
- Expertise in Teaching, Assessment and Evaluation of teaching programs
- Experience in research

Seminar

Applicants invited for interview may be expected to present a seminar in conjunction with the selection interview process.

Qualification Verification

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.