POSITION DESCRIPTION

Position Title: Discipline Coordinator (Medicine)
Organisation Unit: Student and Academic Administration – Faculty of Medicine
Position Number: 3021909
Type of Employment: Full-time, fixed term appointment for 12 months
Classification: HEW Level 6

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://uniquest.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.

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.

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
DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to assist with the coordination of the Discipline of Medicine, through the provision of high-level support to the Discipline Head and oversight of the disciplines administration. The Discipline Coordinator (Medicine) will assist with the development and implementation of new initiatives that work to improve the functioning of the discipline.

The Discipline Coordinator will be responsible for providing administrative coordination and policy advice to students, clinical academics and student coordinators, for the effective running of the Medicine and Medical Specialties Rotations. The position will have a close working relationship with the Head, Discipline of Medicine and a range of academic and professional staff that are involved in the delivery, or support of, the discipline.

Duties

Duties and responsibilities include, but are not limited to:

**Discipline Coordination**

- Implement processes and develop resources aimed at improving the overall consistency in teaching and tutorial standards within the Discipline of Medicine at each clinical site. This will include the development of consistent and uniform teaching tools and learning materials.
- Develop and maintain electronic resources that support students learning, such as blackboard sites, student guides and electronic course profiles.
- Develop and maintain staff resources that assist with the delivery of administrative assistance for staff and students across the discipline.
- Implement strategies aimed at improving consistency in clinical assessment of students across the discipline. This will involve the coordination of moderation meetings, development of a calibration video and reporting on the assessment results at both the clinical school and examiner level.
- Work with the School QA & Evaluations Coordinator to analyse and interpret student data in order to develop strategies that will enhance the performance and satisfaction of students within the Discipline of Medicine.
- Assist with the coordination of clinical school allocations for students, and provide advice to the Discipline Head and relevant student administration staff on the availability of placements across the Medicine Discipline for Phase II students.
- Coordinate the administrative process for students undertaking the Medical Specialties rotation overseas.
- Provide assistance to School staff in relation to complex student issues that arise within the course of the Medical rotations.
- Liaise regularly with the clinical academics for the Discipline of Medicine regarding assessment, syllabus and curriculum changes.
- Provide advice and support for new and existing clinical academics in all aspects of the administration of the medicine rotations.
- Plan, organise and manage the delivery of any projects or initiatives that contribute to the ongoing improvement of the Discipline of Medicine.

**Assessment**

- Prepare assessment materials for the Medicine examinations: compile, edit, proofread, print and distribute.
• Enter and check data housed in online databases (SharePoint, CYRA, MCQ data) collate and analyse to provide high level feedback on assessment tools and student outcomes for the Discipline Head, Heads of Rotation and other members of the Discipline’s Board of Examiners.
• Manage the coordination of resit and supplementary examinations for students across all clinical schools.
• Oversee the completion of grade change forms; maintain grading spreadsheets and keep accurate records.
• Manage and review assessment marking sheets, examination invigilation and materials across all Clinical Schools.

Administration
• Provide executive administrative support to the Head of Discipline as required, and engage in the strategic planning process for the Discipline
• Provide high-level policy and process advice to the Head of Discipline, clinical academic leads, administrative staff and students, as required.
• Act as Committee Secretary to the Discipline of Medicine’s Teaching and Learning (T&L) Committee and provide advice to members on:
  • Matters of procedure to ensure proper conduct of the Discipline and ensure compliance with UQ general award rules.
  • Collection, interpretation and evaluation of data relevant to assessment and the general working of the discipline across all of the clinical schools.
  • Outcomes of the third and fourth year medicine exams through the review and analysis of assessment results.
• Act as Committee Secretary to the Discipline of Medicine Executive Committee. Preparing meeting agenda’s, taking minutes, and auctioning and disseminating outcomes.
• Coordinate Discipline Research Day
• Prepare abstract and application information.
• Receive and collate abstracts, organize room bookings and catering, manage the event budget.
• Compile a post event report for the Discipline and School’s Executive.
• Coordinate quarterly discipline meetings for all the relevant administrative staff that support the Discipline of Medicine activities within the School.

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 of 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 Team Leader, Curriculum Support and works closely with the Team Leader within the Clinical School and Head, Academic Discipline of Medicine.

SELECTION CRITERIA

**Essential**

- A degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in working within a large and complex organisation.
- Demonstrated understanding of the confidentiality issues relating to the higher education of students, health care services and research.
- Excellent interpersonal, communication and negotiation skills to enable effective communication with a wide range of individuals.
- Planning, coordination, time management and problem-solving skills and ability to elicit cooperation.
- High level computer proficiency including competency with word processing, spreadsheets, databases, email, internet software and the University’s in-house programs, or the capacity to acquire knowledge of their use.
- Ability to use judgment, act independently and take initiative within the framework and guidelines established within the School.
- Ability to work cooperatively and constructively with staff from within the Faculty and from elsewhere in the University and the external environment (for example, Queensland Health).
- Ability to foster a client service working environment and build and maintain rapport with medical students and clinical staff.
- Ability to relate sympathetically to students.
- Ability to respond flexibly to the requirements of a dynamic organisation and generate imaginative and innovative solutions to problems to achieve goals and to work effectively as part of a team.

**Desirable**

- Demonstrated experience in the higher education sector, particularly within a student and academic administrative field.

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.

This role is a full-time position; however flexible working arrangements may be negotiated.

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