POsITION DESCRIPTION

Position Title: Clinical Unit Team Leader
Organisation Unit: Faculty of Medicine – Curriculum and Client Services
Position Number: 3036567
Type of Employment: Full time, Continuing
Classification: Hew Level 7

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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (55), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim 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.

We discover. We innovate. We lead.

**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
Supporting the Head of the Clinical Unit, this role is responsible for the effective provision of all clinical teaching activities, rotations and assessment delivery of the MBBS/MD Program within the Clinical Unit. The Clinical Unit Team Leader will oversee and coordinate a range of operational functions including management of the student coordination team.

The Clinical Unit Team Leaders will operate together as part of a high performing unit to foster a positive, collaborative culture of best practice within the Clinical Units Team, ensuring a strong client service focus for all stakeholders within and external to the Faculty and University.

Duties
Duties and responsibilities include, but are not limited to:

Leadership and Management
- Support the Head of the Clinical Unit to implement operational plans for teaching requirements of the site;
- Supervise, contribute to, and actively promote a high standard of performance and a culture of continuous improvement for Student Coordinators within the Clinical Unit;
- Provide leadership to Student Coordinators in identifying and implementing opportunities for collaboration and professional development;
- Develop and foster relationships with key internal and external stakeholders including regular liaison with Clinical Unit Team Leaders at other sites;
- Actively engage with hospital staff to ensure comprehensive knowledge of operational activities of relevance to the university. This may involve representation on hospital based committees;
- Undertake projects as directed by the Head of Clinical Unit in agreement with the Manager, Clinical Units; and
- Other activities as required which support the Clinical Unit.

Teaching & Student Support
- Under the broad direction of the Head of the Clinical Unit;
  - Support engagement of clinical teachers within the Unit and help to foster a supportive community for students and staff;
  - Coordinate the implementation and support the delivery of the MD/MBBS degree curriculum as endorsed by Program Committee,
  - Coordinate and support the delivery of all aspects of on-site assessment and examinations, including Objective Structured Clinical Examinations (OSCE’s) as required
  - Oversee the planning and organisation of student placements including observerships in liaison with the Placements team;
  - In collaboration with the appropriate Faculty of Medicine function, facilitate student orientation programs and ensure appropriate study support facilities and services are available; and
  - Assist with Clinical Unit specific inductions for academic staff.
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
This position reports to the Manager, Clinical Units (based at Herston), and works under the direction of the Head of Clinical Unit for policy, logistical, staffing and day to day matters. The position provides supervision and leadership to Student Coordinators located at the Clinical Unit.

SELECTION CRITERIA

Essential

- A degree in a relevant area with at least four years’ relevant experience; or extensive relevant experience and management expertise; or an equivalent combination of relevant experience and education/training;
- Relevant work experience in an operations role, preferably within a tertiary education environment;
- Demonstrated capability to supervise student/academic administration functions;
- Excellent problem-solving skills and an ability to be adaptive and innovative in developing and pursuing solutions;
- Ability to use judgment, act independently and take initiative with minimal direction, yet work effectively as part of a management team; and
- An ability to foster effective working relationships, with a broad range of stakeholders internal and external to the University, in order to achieve common goals.

The University of Queensland is committed to equity, diversity and inclusion. Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women