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 (41), the US News Best Global Universities Rankings (45), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ secured a greater share of Australian Research Council grants in 2016 than any other university nationally. The University’s Life Sciences broad 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 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 14,000 postgraduate scholars and more than 13,000 international students from 141 countries, adding to its proud 250,000-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 six 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, agriculture, as well as social science research.

POSITION DESCRIPTION

Position Title: Student Academic Support Lead (Years 3 & 4)
Organisation Unit: Office of Medical Education
Position Number: 3041437
Type of Employment: Part time (0.3FTE – 0.5FTE), fixed term for 3 years
Classification: Teaching Focused Academic Level C
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 $13billion+ (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.

The UQ Medical Program

The Faculty of Medicine is a leading provider of medical education in Queensland, with around 2,000 students studying across the four years of the medical program at UQ. Its MD program includes graduate entry and school-leaver entry streams, and is an integrated, case-based/problem based learning program. The first phase of the program (years 1 and 2) is delivered by a combination of biomedical scientists and clinicians, predominantly at the St. Lucia campus but also at affiliated major teaching hospitals. Phase 2 is a clinical immersion phase (years 3 and 4) delivered at a range of hospitals and other clinical sites in Brisbane, across Queensland and in Louisiana. The phase is intended to prepare students for internship and residency, and covers the academic disciplines of Anaesthesiology and Critical Care, General Practice, Medical Ethics, Law and Professional Practice, Medical
The Office of Medical Education

The Office of Medical Education (OME) provides academic leadership in the delivery of the MD/MBBS program, and more broadly in the field of medical education. The Director of the Office of Medical Education reports directly to the Medical Dean regarding the activities and outcomes of the office.

The Office and its staff work to oversee the development, resourcing and implementation of the MD/MBBS curriculum. A key role of the Office is to ensure that all teaching and learning activities within the program, including assessments, are evaluated in a systematic manner, and that suitable improvement strategies are implemented where required.

The Office supports the continuing professional development of staff within the teaching and learning domain, and strives to create an environment that supports best pedagogic practices. In doing so, the Office seeks to actively promote expertise in medical education within the Faculty, and the development by staff of capacity in the scholarship of teaching and learning. A key role of the office is to communicate effectively with all stakeholders, including current and potential students, staff, clinicians and the community regarding the status and future directions of the MD/MBBS Program.

Information for Prospective Staff

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

The University of Queensland \texttt{Enterprise Agreement} outlines the position classification standards for Levels A to E.
DUTY STATEMENT

Primary Purpose of Position

The Student Academic Support Lead (Years 3 and 4) is responsible for the identification of phase 2 students needing additional help and the provision of individual advice and support. The appointee will work closely with course coordinators, Heads of Clinical School/Units, student support services, student representatives and professional staff to develop and enhance systems and processes to strengthen the provision of academic support in Years 3 and 4.

Duties

Duties and responsibilities include, but are not limited to:

Proactive and reactive academic support for year 3 and year 4 students

- Monitor the progression of students across all courses in years 3 and 4, both at the level of the cohort and the individual students;
- Recognise high achieving students, and facilitate their mentorship and career development with colleagues (including the Careers Lead) as required;
- Recognise students at risk of not progressing, and support those students by providing academic advice, or referral to other services as appropriate;
- Provide academic support for students who have failed a course, work with course coordinator to develop individual learning plans, undertake show cause interviews, and work with/refer to other services as appropriate;
- Work with course coordinators and Heads of Clinical Schools/Heads of Clinical Units to help them to more effectively support the learning needs of their students; and
- Evaluate the provision of academic support in years 3 and 4, improve processes and recommend further changes, as required.

Effective communication, engagement and collaboration

- Provide regular electronic communication with all year 3 and year 4 students regarding academic support;
- Work with the Academic Lead for Phase 2 to share editorial responsibility for the Phase 2 Newsletter;
- Meet or give presentations to student groups or student representatives regarding academic support for years 3 and 4;
- Work with individual course coordinators and course teams to ensure that their messaging to students is consistent with overall academic support goals including information about remediation and support options to students;
- Liaise effectively with professional staff, including marketing and communications staff, to provide information about academic support in years 3 and 4 to all stakeholders;
- Work collaboratively with the Medical Student Support Team and UQ Student Services and
- Liaise with student representative groups (e.g. UQMS, OMSA, SWIM, TROPHIQ).
Other duties

- Deputise for the Academic Lead for Phase 2 during periods of absence; and
- Provide academic oversight to the processing of Leave of Absence and Interruption of Studies applications.

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

This role will report to the Academic Lead Phase 2 within the Office of Medical Education.

SELECTION CRITERIA

Essential

- Eligibility for registration as a medical practitioner in Australia (AHPRA);
- Fellowship of a specialist college or equivalent;
- Experience in clinical based medical teaching, and demonstrated teaching skills at undergraduate and postgraduate levels;
- Demonstrated ability to engage effectively in the scholarship of teaching and learning;
- An ability to establish effective relationships, and to manage disparate interests in an academic environment;
- Demonstrated capacity to represent the Office of Medical Education and the MD program within healthcare, academic and community settings;
- Demonstrated ability to work collaboratively with colleagues, and to provide academic leadership in the area of teaching and learning;
- Highly developed organisational skills, and the ability to operate effectively in a complex working environment; and
- High level verbal and written communication skills.

Desirable

- Research higher degree;
• Evidence of a contribution to research or development of a research program; and
• Experience in alternative modes of teaching.

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

**ResearcherID**
ResearcherID. All applicants will need to create a ResearcherID account ([www.ResearcherID.com](http://www.ResearcherID.com)) and populate it using Web of Science. The ID number then needs to be included in your application.

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](http://www.uq.edu.au/equity)) for further information and points of contact if you require additional support.