POSITION DESCRIPTION

Position Title: Senior Lecturer/Associate Professor and Academic Lead, Medical Program Admissions
Organisation Unit: Faculty of Medicine
Position Number: 3038024
Type of Employment: Part-time (0.5 FTE); 5 year Fixed term
Classification: Teaching Focused/Clinical Academic; Level C/D

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 (51), 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 is one of Australia’s leading medical degree programs 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](http://www.medicine.uq.edu.au)

**The UQ Medical Program**

The Faculty of Medicine is a leading provider of medical education in Queensland, with the country’s largest medical degree program. Its MD program includes graduate entry and school-leaver entry streams, and is an integrated, case-based/problem based learning program. The Phase 1 or preclinical component of the program 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 delivered at a large number of hospitals in Brisbane, across Queensland and in Louisiana and covers the academic disciplines of Anaesthesiology and Critical Care, General Practice, Medical Ethics, Law and Professional Practice, Medical Imaging, Medicine, Molecular and Cellular Pathology, Obstetrics and Gynaecology, Paediatrics and Child Health, Psychiatry, Rural Medicine, and Surgery.
The Office of Medical Education

The Office of Medical Education (OME) is responsible for the smooth running of the UQ MD program and for leading the provision of a high quality educational experience supported by robust assessment. The OME’s aim is to ensure that graduates are well prepared to be doctors who provide excellent healthcare to their patients and communities wherever in the world they practice.

The OME takes a whole-of-program approach to the education of medical students. This is a highly collaborative endeavour in which the OME works closely with the various stakeholder groups, including clinical schools, to enable UQ medical graduates to be well prepared to move on to the next stage of medical training.

The Director of the OME reports directly to the Medical Dean, provides advice on the development and resourcing of the UQ MD program, and is responsible for implementation of the MD/MBBS curriculum.

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

The Academic Lead, Medical Program Admissions is responsible for recruiting medical students, who are suitably qualified, will thrive in the UQ medical program and who reflect the diversity of the populations served by our graduates. The appointee provides academic leadership to prospective student marketing and outreach activities, the implementation of admissions policies, the development of mini-multiple interviews, support for offer holders, and contributes to the continual enhancement of selection processes.

Duties

Duties and responsibilities include, but are not limited to:

Marketing and outreach

- Contribute to the marketing of the Medical Program including community and school engagement outreach, open days and other events;
- Develop a network of other contributors for medical program marketing and prospective student engagement events.

Implementation of admissions policies

- Chair the Admissions Sub-Committee and provide regular reports to the Medical Program Committee;
• Work with the Student Academic Administration Team to develop an annual timetable for recruitment related activities and provide academic support for its implementation;
• Contribute to the annual review of the medical program admissions schedule;
• Provide academic input into the application of pre-requisites for admission;
• Contribute to the review of individual student performance at interview as a member of the Medical Program Admissions Board (or equivalent)

**Development and provision of mini-multiple interviews**
• Develop a network of mini-multiple interview station assessors;
• Provide academic leadership to the development of quality mini-multiple interview stations;
• Ensure that systems are in place for the secure storage of stations, blue-printing and performance review;
• Provide academic leadership to the training of interviewers and academic site leads for mini-multiple interview rounds;
• Oversee the running of mini-multiple interview rounds.

**Support for offer holders**
• Provide academic leadership to the support for offer holders;
• Oversee the development and implementation of systems to ensure reasonable adjustments are made in good time to support new students.

**Continual enhancement**
• Contribute to systems of continual quality improvement of medical program admissions;
• Advise the Director of the Office of Medical Education on enhancements to the admissions process.

**Service and Support for Faculty of Medicine MD Program**
• Represent the Faculty of Medicine at internal and external meetings.
• Produce reports for internal quality monitoring, external regulators and commissioners of education as required.
• Contribute to educational innovation and scholarship within the Medical Program.
• Teach and supervise students
• Contribute to student assessment (including OSCEs) and student support as a personal advisor
• Any other duties as reasonably directed by the Director of the Office of Medical Education
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 Director of the Office of Medical Education, Faculty of Medicine.

SELECTION CRITERIA

Essential

- MBBS or equivalent medical qualification, and eligibility for registration as a medical practitioner in Australia.
- Experience in contemporary medical practice within a relevant field.
- Experience in the development and management of admission policies.
- Experience in clinical teaching, and demonstrated teaching skills.
- High level communication and interpersonal skills.
- Demonstrated ability to work collaboratively with colleagues, and to provide academic leadership in the area of teaching and learning.
- An ability to establish effective relationships, and to manage disparate interests in academic and clinical environments.
- Ability to work effectively and in mixed teams of academic and professional staff.
- Demonstrated leadership ability.
- Demonstrated capacity to represent the medical program within healthcare, academic and community settings.
- Proven track record of effective engagement in the scholarship of teaching and learning.

Desirable

- Research higher degree;
- Evidence of a contribution to research or development of a research program.
Additionally, applicants at Level D must meet the following criteria:

**Essential**
- Demonstrated national reputation in areas relevant to the role, through presentation of work at national and international conferences, and the development of effective national and/or international collaborations.
- Evidence of experience in leadership roles.
- Demonstrable and continued publication in peer-reviewed journals relevant to the role.
- Track record of successful supervision of honours and/or higher degree research students.
- Leadership in successful applications for external teaching grants.
- Demonstrated excellence in teaching, research, service and engagement.

**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.

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The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.

Applications are also encouraged from women.