POSITION DESCRIPTION

Position Title: Student Academic Guidance Lead (Years 3 & 4)
Organisation Unit: Office of Medical Education
Position Number: 3041437
Type of Employment: Part time, fixed term
Classification: Teaching Focused Academic Level C

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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

Organisational Environment

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 $330 million of the total $2.0B UQ budget. The Faculty employs over 1000 of the 6,600 UQ staff total, with a community of more than 4,200 non-salaried academic appointees and around 3,200 students.

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 Spinifex 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 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 online.

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

DUTY STATEMENT

Primary Purpose of Position

The Student Academic Guidance Lead (Years 3 and 4) is responsible for providing oversight and leadership in the provision of academic support of medical students across years 3 and 4 of the medical program and for assisting the Academic Lead Phase 2

Duties

Duties and responsibilities include, but are not limited to:

Teaching and Learning

- Working alongside Heads of Clinical School/Units and other Academic Leads to facilitate enhancement in systems and processes of academic guidance and support across the whole medical program underpinned by the stepped care approach
- Providing guidance for staff in the provision of remediation for students who are identified as having academic difficulty or who are at risk of not progressing in the medical program.
- Providing academic guidance and support for students experiencing complex difficulties
• Providing guidance to staff in relation to enabling students who have been identified as high achievers to reach their optimum potential.
• Collaborating with colleagues including clinical unit staff to identify opportunities and needs for resources and staff development in relation to academic guidance and support.
• Deputising for the Academic Lead as needed and assisting the Academic Lead for Phase 1 and the Academic Guidance Lead for years 1 and 2 as needed.
• Taking a leadership role in the implementation of the Medical Student Support Strategy
• Providing academic guidance for medical students who are interrupting their studies, including providing advice for students who have been asked to ‘show cause’ and facilitating referral as needed for additional support services.
• Engaging and communicating regularly with the phase 2 cohort and student representative groups in relation to academic guidance.

Other
• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o the University’s Code of Conduct
  o 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
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  o 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 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 student support or clinical supervision of medical students and demonstrated skills in education at undergraduate and postgraduate levels;
• Demonstrated ability to engage effectively in the scholarship of learning and teaching;
• 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 educational innovation

Qualification Verification

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

ResearcherID

All applications will need to create a ResearcherID account (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 for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.