POSITION DESCRIPTION

Position Title: Dental Services Team Leader
Organisation Unit: School of Dentistry
Position Number: 3034217
Type of Employment: Full Time, Fixed term (2 years)
Classification: HEW Level 8

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 (65). 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 Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: http://habs.uq.edu.au/.

The School of Dentistry

The UQ School of Dentistry has a long and proud tradition of 81 years of strength in dental education and research, and attracts high achieving students nationally and internationally. UQ is a leading source of expertise in the local, national and international dental community and has been a key contributor to achieving effective solutions to contemporary issues and challenges. The School has strong collaborations within and outside the dental profession.

As part of the Faculty of Health and Behavioural Sciences, the School of Dentistry offers the Bachelor of Dental Science (Honours) program and specialist post-graduate programs (Doctor of Clinical Dentistry). The School of Dentistry also has a growing cohort of research higher degree students.

Research within the School is focused on a number of themes, and crosses a range of areas from laboratory based research through to technologies applied in clinical practice and dental public health.

The University of Queensland School of Dentistry, in conjunction with Goondir Health Services, operates two dental clinics in rural South-East Queensland. Our Dalby Clinic (5
chairs) and St George Clinic (4 chairs) support final year student placements for Bachelor of Dental Science (Honours) students. With 40 weeks of student clinic practice, the remaining weeks support ongoing patient care.

Further details about the School’s teaching programs, research interests and other activities may be accessed on the School’s web site at http://www.dentistry.uq.edu.au/

Further information about the Faculty and School is available at http://health.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 the position is to contribute to the clinical education of undergraduate students in the School of Dentistry through supervision of students in our rural dental clinics in Dalby and/or St George. This role also has a Team Leader function and has responsibility for the oversight of clinic support staff. The position also contributes to other key activities of the School including provision of oral health services.

Duties

Duties and responsibilities include, but are not limited to:

Clinical Practice

- Provide oversight, direction and guidance for clinic staff.
- Provide a consultative and advanced level of dental care for patients of the School of Dentistry.
- Provide effective assessment of patients and referral to appropriate student clinics for new patients as well as effective management of emergency patients.
- Provide effective supervision, guidance and management of students through supervision and oversight of clinical work.
- Maintain up to date knowledge across the specific clinical team and operations this position is responsible for.
- Contribute to guidelines and processes to enhance efficiency and quality of students’ practical experience and patient’s treatment experience.
- Work with the Placement Coordinator to ensure clinical practice of students and staff is consistent with course requirements and School Policies.
- Work with the Course Coordinators on the strategy for clinical teaching within the clinical team’s area of practice.
Follow defined service quality standards, workplace health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.

Implement and monitor the organisation’s quality standards, workplace health and safety policies, procedures and programs and provide clinical governance in the relevant work area.

Ensure all risks and incidents are reviewed, and assist with the implementation of appropriate solutions in conjunction with the workplace health and safety officer. Ensure the clinical activities comply with relevant legislation, University and School policies and procedures.

Perform a range of administrative functions in relation to student feedback for clinical work in consultation with the Placement Coordinator.

Undertake other tasks in support of clinical operations and development in non-clinical periods.

Human Resources Management

As a supervisor of staff, undertake routine team administrative tasks including leave coordination and approval, rostering and performance appraisals in conjunction with the School Manager.

Develop and maintain a harmonious and collegial work environment.

Lead staff in a culture of excellence, effectiveness and efficiency with strong communication processes, well-documented best practice work processes, cross-coverage and succession planning, responsiveness to client needs and changing environments, to the overall achievement of KPIs.

Responsible for supervision and performance management of professional staff in conjunction with the School Manager.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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 School Manager, School of Dentistry.

SELECTION CRITERIA

**Essential**

- An undergraduate degree in Dentistry or an equivalent combination of extensive experience and or education and training.
- Full registration with the Australian Health Practitioners Registration Agency (AHPRA) as a general dentist.
- Demonstrated high level of clinical competence in the provision of general dental services and complex oral health problems.
- Two years recent general dental practice experience, or in the case of a specialist, two years recent specialist practice.
- Experience or ability to work collaboratively within an education or training environment.
- High level interpersonal, communication and leadership skills.
- Demonstrated ability to work collaboratively and flexibly with colleagues.
- Ability to exercise judgment and work independently within a given policy framework, applying innovative solutions within legislative boundaries.
- Exemplary standards of personal integrity and the ability to exercise tact and discretion in dealing with sensitive matters when dealing with students and patients.
- Excellent organisational, time and workload management skills with a demonstrated ability to manage multiple tasks, work under pressure and prioritise effectively to meet deadlines and required outcomes.
- Ability to work as part of a professional team contributing to the collegiate goals and organisation of the School.
- Demonstrated experience in leading and managing the functions of a dental service support team, including performance management and conflict resolution to ensure a culture of high performance, customer service, teamwork and innovation.
Desirable

- Other postgraduate qualifications or fellowships.
- An ability to establish relationships and to represent and promote dentistry at a university and wider community level, including industry, government and professional bodies.
- Experience in clinical supervision at undergraduate levels.

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.

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