



POSITION DESCRIPTION

Position Title:	Student Coordinator
Organisation Unit:	Rural Clinical School
Position Number:	NEW
Type of Employment:	Full-time, continuing
Classification:	HEW 5

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://uniquet.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 Spinaflex 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 University of Queensland Rural Clinical School

The University of Queensland Rural Clinical School (UQRCS) envisages securing a self-sustaining medical workforce for regional Queensland through excellence in medical education, research and community service. With a footprint encompassing the greater part of central and western regional Queensland, the School comprises four clinical sites – Rockhampton, Bundaberg, Hervey Bay and Toowoomba. Significant investment in people and training infrastructure at each site provides the operational focus for a network of smaller clinical training locations in host communities across the state. With a recurrent budget of up to \$9 million per annum provided through the Australian Government's Multidisciplinary Rural Health Training (MRHT) program and a capital works portfolio in excess of \$20 million, UQRCS is a substantial enterprise.

The Clinical School is the rural base for the delivery of the UQ medical program. There is a long tradition of success working in partnership with healthcare systems and service providers to train senior (Phase 2) medical students. Each year, more than 500 medical students engage with the rural experience through a range of long term (1-2 years) placements or shorter term (4-16 weeks) learning opportunities.

The learner experience is characterised by real world, rich and authentic learning opportunities and extensive community involvement. In this regard, our work is informed by the Academic Discipline of Rural and Remote Medicine which is embedded in our education structure. UQRCS pursues the latest innovations in medical education and training. There is a focus on scenario-based training in purpose-built Simulated Learning Environments (SLE) together with Technology Enabled Learning (TEL). Our learning framework supports a more generalist, integrated approach to deliver well-trained, safe and work-ready interns to local training hospitals.

In partnership with the health system, the health care profession (including the Colleges) and education providers, UQRCS engages with every stage of the rural health learning continuum. The journey starts with learners of rural origin health care, progresses through undergraduate and pre-vocational training and culminates with contributions to vocational training and continuing professional development.

A rapidly expanding research profile focusses on clinical research, epidemiology/population health and rural health workforce. There is a significant component of Indigenous health research, particularly programs designed to translate and improve health outcomes amongst the Indigenous population. Research productivity is evidenced through a successful track record in attracting competitive funding from agencies such as the NHMRC and, in 2015, at least 51 peer-reviewed manuscripts published in journals varying from 'Rural and Remote Health' to 'Nature Genetics'.

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 this position is to contribute to optimal learning and living experiences for medical students attached to UQRCS in Toowoomba through the delivery of high quality, client-focused student and academic administrative and support services.

Duties

Duties and responsibilities include, but are not limited to:

Duties

- In the context of the aims and objectives of UQRCS in Toowoomba, coordinate and administer all aspects of clinical placements in relevant disciplines. This can include being the first point of contact and advocate for student needs and issues.
- Administer curriculum delivery, working with and supporting clinical educators and other relevant staff to achieve an optimal learning experience for students. This will include liaison with internal and external stakeholders, as well as working in the e-

learning environment to prepare and update, as may be required, web-based learning resources.

- Contribute to the development and implementation of relevant administrative procedures and processes with particular attention to the established policy framework governing University teaching and learning activities.
- Coordinate, and provide administrative support, for the conduct of written and clinical examinations to include oversight of effective management of student assessment information according to Faculty and University requirements.
- Provide advice to students and staff on University and Faculty rules and regulations governing teaching and learning (including assessment) activities in order to resolve both routine and non-routine problems.
- Assist with student recruitment activities (to include Phase 2 Allocation processes), having particular responsibility to contribute to approved initiatives such as Work Experience, Outreach and promotional visits.
- Administer stakeholder relations, establishing and advancing effective liaison with academic clinicians and relevant staff in teaching hospitals and practices.
- Contribute to the efficient and effective delivery of student support services in a manner consistent with UQRCS procedures and processes.
- Provide administrative support for relevant committees.
- Assist with projects and initiatives that aim to improve the quality and sustainability of program activity.
- Participate as a member of the professional team, providing holiday and other relief as required.
- Any other duties as reasonably directed by your supervisor

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

The position reports to the Team Leader, Toowoomba, Rural Clinical School.

Other Requirements

This position may require some travel, the individual must be willing to undertake air travel as needed particularly between the Rural Clinical School sites and any of the University's domestic campuses or locations.

SELECTION CRITERIA

Essential

- Completion of a degree with relevant work experience OR an equivalent combination of relevant experience and/or education/training.
- Strong organisational skills, including a demonstrated capacity to manage competing priorities and to make independent and informed judgement on a range of matters.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- Excellent interpersonal, written and oral communication skills
- High-level computer skills in a variety of packages and the ability to become an effective user of business enterprise systems.
- Previous administrative experience in a University or similar organisation with a particular focus on student and/or client service.
- Experience in building and maintaining co-operative working relations with stakeholders both internal and external.
- A strong orientation to the provision of a high level of service with a particular emphasis on the achievement of outcomes
- Willingness and ability to demonstrate initiative and accept responsibility
- Demonstrated ability to deal with sensitive issues, maintain confidentiality and provide impartial advice.

Desirable

- Experience in and a commitment to living and working in rural and/or regional Australia.

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.

This role is a full-time position; however flexible working arrangements may be negotiated.

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