POSITION DESCRIPTION

Position Title: Discipline Coordinator (Obstetrics and Gynaecology)
Organisation Unit: Student and Academic Administration – Faculty of Medicine
Position Number: 1142522
Type of Employment: Full-time, continuing
Classification: HEW Level 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://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.

We discover. We innovate. We lead.

**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](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

The position will be responsible for the administrative coordination and effective running of the Academic Discipline of Obstetrics and Gynaecology (O&G) (including sub-specialties) across all sites within the Faculty of Medicine.

This position will assist with the development and implementation of new initiatives that aim to maintain the efficiency of the discipline. A key component of this position is the maintenance of key working relationships and the establishment of new relationships, in order to effectively engage with a broad range of stakeholders, including unpaid clinical teachers, hospital clinical and student coordinators, and other administrators in the Faculty of Medicine involved in the delivery, or support of, the discipline.

Duties

Duties and responsibilities include, but are not limited to:

Teaching and Learning

- Coordinate and administer all aspects of student placements in the Academic Discipline of Obstetrics and Gynaecology across each of the Clinical Units within the context of the aims and objectives of the relevant Discipline. This includes timetabling of activities, liaising with tutors in relation to their availability.
- Provide content for discipline specific orientations and coordinate orientation sessions, including preparation week, for both students and clinical teachers across all clinical sites.
- Administer curriculum delivery, working with and supporting clinical educators to achieve optimal learning objectives for students, which includes coordinating the teaching programs at the relevant Clinical Unit/School, as well as working with the e-learning team to oversee the preparation and update of web-based learning resources via the relevant Blackboard site.
- In consultation with the Course Coordinator, develop the Electronic Course Profile, ensuring compliance with policies and procedures.
- Provide advice to students and staff on policies and procedures relevant to the discipline.
- Work with the Faculty Placement Team to assist in the annual allocation process and elective offerings.

Examination and Assessment

- Assist the Head of Discipline and Course Coordinator with the planning and delivery of the Discipline assessment, including timetabling, preparation and collation of examination documentation, recording of student grades, discipline review meetings and preparation for the Board of Examiners.
- Liaise with the UQ academics and clinical educators in relation to their availability
- Oversee the process of effective record management of student assessment information according to the Faculty and University policies.
Overseas Elective Student Placements

- Coordinate and administer the logistics of overseas students by liaising with clinical educators and relevant staff at the relevant Clinical School.
- Coordinate the first-day reporting orientation for overseas students undertaking their elective in Obstetrics and Gynaecology.

Academic Support

- Provide advice to the relevant Course Coordinators and clinical educators on student matters relating to the teaching programs and assessment results.
- Assist in the development and implementation of standard operating procedures.
- Assist with the implementation of strategies and work practices which will improve the work flow, efficiency and effectiveness;
- Other duties as directed.

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 Manager, Teaching and Assessment Support in the Office of Medical Education and works closely with the Team Leader within the Clinical School and Head, Academic Discipline of Obstetrics and Gynaecology.

SELECTION CRITERIA

Essential

- Completion of a degree or an equivalent combination of relevant experience and/or education/training;
- Previous administrative experience in a University or similar organisation;
- Demonstrated experience in dealing with the needs or tertiary students;
- Excellent interpersonal, written and oral communication skills;
- Demonstrated ability to resolve issues through negotiation and consultation with other team members;
- Strong organisational skills including the ability to prioritise work, to deal competing demands, manage time effectively and meet deadlines;
- Well-developed problem solving skills;
- Demonstrated ability to deal with sensitive issues, maintain confidentiality and provide impartial advice;
- High level computer skills in a variety of packages and the ability to become an effective user of new computer systems;
- Ability to work both independently and within a flexible team environment;
- Ability to foster a client service working environment and build and maintain rapport; with general, academic and clinical staff and students;
- Willingness and ability to demonstrate initiative and accept responsibility.

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 a.oneill@uq.edu.au.