Position Description

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<th>Title:</th>
<th>Fellowship Program Manager</th>
<th>HEW Level:</th>
<th>HEW 8</th>
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<tr>
<td>Faculty/Office:</td>
<td>Faculty of Medicine and Health Sciences</td>
<td>Position Number:</td>
<td>tba</td>
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<tr>
<td>Department/Team:</td>
<td>Australian Institute of Health Innovation</td>
<td>Date:</td>
<td>March 2017</td>
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**Position Purpose:** To design and establish a new Health Informatics Fellowship pathway program for members of Australasian College of Health Informatics.

**ORGANISATIONAL CONTEXT**

Macquarie University is developing the nation’s first fully integrated academic health sciences centre under a university’s leadership. With a focus on patients and an ultimate goal of improving lives, the Macquarie University Health Sciences Centre will see true convergence of the learning and research endeavours of Macquarie’s Faculty of Medicine and Health Sciences with the clinical care provided at Macquarie University Hospital and Clinics. It brings together the excellent work of medical and allied health researchers across the University and around the country, with unparalleled access to the world-leading clinical resources and research facilities found only on our campus.

The Faculty of Medicine and Health Sciences has active research programs in biomedical, translational and health services domains, with current areas of strength including neurosciences, cancer medicine, and vascular science. The Faculty hosts the Australian Institute of Health Innovation, an internationally acclaimed powerhouse researching health systems, e-health, and patient safety. In learning and teaching, the Faculty offers a unique suite of capability-based medical educational programs aimed at post-graduation subspecialty medical education and training, and a unique three-year extended masters-level, professional-entry Doctor of Physiotherapy degree.

The Australian Institute of Health Innovation (AIHI) consists of three research centres that work in the separate but related areas of Healthcare Resilience and Implementation Science, Health Informatics, and Health Systems and Safety. The position sits within the Centre for Health Informatics (CHI) and will be assisting the Director of CHI establish a new Fellowship Program to support a Health Informatics Fellowship pathway in conjunction with the Australasian College of Health Informatics (ACHI). The Australasian College of Health Informatics is the professional organisation for Health Informatics in the Asia-Pacific Region.
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<th>KEY ACCOUNTABILITIES</th>
<th>POSITION CONTEXT</th>
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<tr>
<td>• Work with the Director Centre for Health Informatics, ACHI executive and designated ACHI Fellows to design, develop and establish the necessary processes, documentation and materials to support a new Fellowship pathway for members of ACHI.</td>
<td>Reports to: Director of the Centre for Health Informatics</td>
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<td>• Consult with university partners, industry and ACHI to design and develop a process for Fellowship applications, including description of entry criteria, and a process for accrediting doctoral programs that comply with the Fellowship program requirements.</td>
<td>Positions Reporting to: Direct: Nil Indirect: Nil</td>
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<td>• Consult and develop processes for monitoring progress, and certifying completion of the program that align with the Fellowship application and accreditation processes.</td>
<td>Key Direct Clients: • AIHI Directors • Director, Centre Health Informatics • Australasian College of Health Informatics (ACHI) Executives • ACHI designated Fellows and support staff • Fellowship candidates</td>
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<td>• Develop a business model and fee structure to support the Fellowship program.</td>
<td>Other Key Relationships: • CHI &amp; AIHI academic and research staff • Industry, government, and universities • Office of the Vice Chancellor (Corporate Engagement and Advancement) • Director, Academic and Research Partnerships, Faculty of Medicine and Health Sciences</td>
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<td>• Build relationships with industry, government and other potential sources of Fellowship placements, and work actively to establish placement offerings for Fellows.</td>
<td>Budget Accountability: N/A</td>
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<td>• Develop information materials for potential Fellowship candidates, host Australasian universities, and candidate organisations that will offer industry placements for Fellows.</td>
<td>Role-specific Conditions: N/A</td>
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<td>• Develop and establish a process for recording placement offers, and securing contractual agreements with organisations offering placements.</td>
<td>Scope and autonomy Develops and/or modifies programs, processes, systems and/or policies that may impact University-wide projects, process improvements and/or initiatives.</td>
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<td>• Develop and implement a process for managing and disbursing placement salaries to Fellows.</td>
<td>Problem solving Draws on own knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs.</td>
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<td>• Facilitate the process to match Fellows with placements, and then monitor progress of the placements. Resolve issues as they emerge and provide support to both Fellow candidates and industry placement organisations.</td>
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<td>• Coordinate events, seminars and other professional development activities related to the ACHI Fellowship program.</td>
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<td>• Comply with relevant EEO and WHS regulations;</td>
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<td>• Perform any other duties as required and as appropriate for the incumbent’s level of competence</td>
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**COMPETENCIES** Clusters of behaviours required for successful performance.

**Planning and Execution:** Managing time and resources to complete tasks and achieve objectives.

**Influencing and Persuading:** Building commitment by convincing others and winning them over to a particular point of view.

**Implementing Systems:** Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.

**Setting Expectations:** Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.

**Quality Focus:** Ensuring accuracy and quality when completing tasks.

**Analysis and Judgement:** Evaluating information and data to solve problems and make decisions.

**Communication:** Effectively grasping and conveying ideas and concepts to others.

**Teamwork:** Working in collaboration with others to achieve shared goals.

**Improvement Focus:** Finding better ways of completing tasks or solving problems.

**ATTRIBUTES** Personal qualities related to successful performance.

**Perseverance:** Persevering despite obstacles to ensure tasks are completed.

**Flexibility:** Responding effectively to unexpected or changing circumstances.

**Reliability:** Meeting commitments and responsibilities.

**Integrity:** Maintaining confidentiality, discretion and professionalism.

**Interspersonal impact:** Making a positive impression on others

**Initiative:** Taking action, on own accord, to address problems and prevent them from reoccurring.
**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Bachelor degree in health or communications or related discipline or equivalent relevant experience and education/training.
- Project management
- Professional development programs
- Demonstrated computer skills including MS Office and database management
- Understanding of the health informatics/health IT industry and health sector in Australia

**ACQUIRED KNOWLEDGE**
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the Centre for Health Informatics (CHI), the Australasian College of Health Informatics (ACHI) and the Faculty of Medicine and Health Sciences
- Knowledge of the Faculty of Medicine and Health Science's functions and structure
- Knowledge of the Faculty and University policies, systems, processes
- Knowledge of how the University works and how relevant functions across the University interrelate.

**KEY EXPERIENCES**
Practical experiences and exposure to specific environments or activities related to successful performance.

- Development and implementation of professional development programs, events and administrative systems
- Project management, managing competing priorities and meeting deadlines
- Digital media communication and developing promotional material
- Working in an higher education environment, mentoring and supporting Fellows
- Developing and coordinating events, programs and budget management

**Desirable**
- Collaborative engagement with Alumni, Fellows, industry and Executive staff
- Working in an industry professional development organisation