The ANU College of Health and Medicine (CHM) comprises the School of Medicine and Psychology (SMP), the John Curtin School of Medical Research and the National Centre for Epidemiology and Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

The School of Medicine and Psychology is a leading centre of teaching and research in Australia and is committed to excellence in research, teaching, and supervision of research/clinical students across all areas of medicine and psychology. Psychology has notable strengths in clinical, social, cognitive, and developmental psychology, as well as strengths in research methods and human neuroscience. Medicine is committed to extending the boundaries of medical knowledge and improving the health system through research, and to providing students with a research led educational experience.

PURPOSE STATEMENT:
A Level B Academic is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop his/her scholarly, research and/or professional activities relevant to the profession or discipline.
A Level C Academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The position is located within the ANU School of Medicine and Psychology at The Canberra Hospital Campus and is a key position responsible for managing and delivering the Clinical Skills component of the Doctor of Medicine and Surgery (MChD) program. The position has a high education load. The appointee will have proficiency in clinical skills relevant to medical education. Working closely with academics, clinicians and professional staff, the appointee will make significant contributions to the Doctor of Medicine and Surgery (MChD) program, and other relevant courses and programs as required, and ensure alignment with the university's strategic directions in medicine and health education. The primary responsibility of this role is in overseeing, organising and implementing the day-to-day aspects of Clinical Skills in the MChD, including teaching, learning and assessment activities. An appointment at Level C will also contribute academic leadership of Clinical Skills staff and continuous quality improvement of the medical program. The appointee will be supervised by a senior academic in the relevant area of education. They will be responsible for strengthening the relationship between the School and major stakeholders including ACT and NSW health service providers, recruiting and training new junior and senior doctors to participate in the educational activities of the School, and maintaining excellent working relationships with the local health sector and clinical teaching staff. Working with the support and guidance from senior academic staff, the appointee is expected to demonstrate autonomy in their conduct of education activities.
Role Statement:
Under broad supervision and direction, a Level B Academic will:
- Be responsible for the successful delivery and assessment of Clinical Skills and work with academic, clinical and professional staff to achieve this.
- Make a strong contribution to the Clinical Skills education activities. This includes, but is not limited to, the preparation and delivery of lectures and tutorials, the preparation of online material, marking and assessment, consultations with students, acting as a course/subject coordinator, the initiation and development of course/subject material and actively leading the overall development of courses in the discipline.
- Undertake high impact independent research with a view to publishing original and innovative results in international refereed journals, present research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and/or international level.
- Supervise student research projects which might include undergraduate and postgraduate student research projects.
- Proactively contribute to all aspects of the operation of the School and College. This may include attendance and/or membership of committees.
- Lead outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
- Maintain and actively promote high academic standards in all education, research and administration endeavours.
- Take responsibility for their own workplace health and safety and not wilfully place at risk the health and safety of another person in the workplace.
- Demonstrate understanding of equal opportunity principles and policies and a commitment to their application in a university context.
- Other duties as allocated by the supervisor or consistent with the classification of the position.

Additional Requirements
It is a requirement of this position that you must hold registration with the ACT Medical Board at all times during employment. As a multi campus School all staff are required to hold a current driver’s licence.

Skill Base
A Level B Academic shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

Role Statement:
Under broad supervision and direction, a Level C Academic will:
- Provide high-level academic leadership in developing, implementing, evaluating and improving Clinical Skills education.
- Be responsible for the successful delivery and assessment of Clinical Skills and work with academic, clinical and professional staff to achieve this.
- Make a strong contribution to the teaching activities of the School at the undergraduate and graduate levels. This includes, but is not limited to, the preparation and delivery of lectures and tutorials, the preparation of online material, marking and assessment, consultations with students, acting as a course/subject coordinator, the initiation and development of course/subject material and actively leading the overall development of courses in the discipline.
- Undertake management responsibilities for the academic area, and provide leadership through team development, mentoring and career development of academic staff and the performance management process.
- Undertake high impact independent research with a view to publishing original and innovative results in international refereed journals, present research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and/or international level.
- Supervise student research projects which might include undergraduate and postgraduate student research projects and/or higher degree research.
- Proactively contribute to all aspects of the operation of the School and College. This may include attendance and/or membership of committees.
- Lead outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
- Maintain and actively promote high academic standards in all education, research and administration endeavours.
- Take responsibility for their own workplace health and safety and not wilfully place at risk the health and safety of another person in the workplace.
- Demonstrate understanding of equal opportunity principles and policies and a commitment to their application in a university context.
- Other duties as allocated by the supervisor or consistent with the classification of the position.

For assistance please contact HR Division Ph. 6125 3346
Additional Requirements
It is a requirement of this position that you must hold registration with the ACT Medical Board at all times during employment. As a multi campus School all staff are required to hold a current driver’s licence.

Skill Base
A Level C Academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition, a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

SELECTION CRITERIA:
Level B
1. A medical qualification (MBBS or equivalent) and experience in a health-related tertiary education environment. A Masters and/or PhD will be highly regarded.
2. Evidence of an ability to deliver tertiary level education, with experience in teaching, learning and assessment. A demonstrated track record of positive student feedback is an advantage. Experience in clinical skills education will be highly regarded.
3. Demonstrated ability to undertake administration related to education activities in a tertiary institution or health service, including leading and work as part of a team and the ability to meet deadlines and achieve goals.
4. A track record of articulating and prosecuting innovative research in the teaching and assessment methods used in medical education.
5. Ability to supervise medical or undergraduate students working on individual or group research projects as well as supervise and develop less senior academic and support staff, and develop partnerships with government, hospital and community-based health services and industry.
6. Demonstrated ability to work collegially and respectfully as part of a team, meet deadlines and coordinate team activities, and to promote a positive culture within the workplace. Excellent oral and written English language skills and demonstrated ability to communicate and interact effectively with a variety of staff, students and health professionals at all levels.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Level C
1. A medical qualification (MBBS or equivalent) and experience in a health-related tertiary education environment. A Masters and/or PhD will be highly regarded.
2. Extensive medical education experience in teaching and supervision at undergraduate and/or postgraduate levels and evidence of a strong commitment to delivering high quality education, including blended teaching and learning strategies, e-learning and assessment. Experience in clinical skills education will be highly regarded.
3. Demonstrated knowledge of education theory and practice and quality indicators at the tertiary level, with experience in the reporting of one or more of the following: curriculum review, course development and accreditation, and/or evaluation of the student experience.
4. Demonstrated high level ability in administration and leadership of education activities in a tertiary institution or health service, including leadership and management of teams, supervisor of staff, mentoring and development of colleagues and ability to meet deadlines and achieve goals.
5. A track record of articulating and prosecuting innovative research in the teaching and assessment methods used in medical education and a vision for the education and scholarship activities they will undertake at the ANU.
6. Ability to supervise medical or undergraduate student research projects and/or higher degree research students as well as supervise and develop less senior academic and support staff, and develop partnerships with government, hospital and community-based health services and industry.
7. Demonstrated ability to work collegially and respectfully as part of a team, meet deadlines and coordinate team activities, and to promote a positive culture within the workplace. Excellent oral and written English language skills and demonstrated ability to communicate and interact effectively with a variety of staff, students and health professionals at all levels.
8. A demonstrated high-level understanding of equal opportunity principles and a commitment to the application of these policies in University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

For assistance please contact HR Division Ph. 6125 3346
<table>
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<tr>
<th>Supervisor/Delegate Name:</th>
<th>Alexandra Webb</th>
<th>Date:</th>
<th>22.07.2022</th>
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**References:**

- General Staff Classification Descriptors
- Academic Minimum Standards

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