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:

The International Student Coordinator will be responsible for academic support and the provision of pastoral care to students during the Doctor of Medicine and Surgery (MChD) program. In addition, the International Student Coordinator will contribute to international student recruitment and admissions as well as the broader academic life of the School of Medicine and Psychology as appropriate to the level of appointment.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The position is located within the ANU School of Medicine and Psychology and is a key position responsible for academic and pastoral care together with student recruitment and admissions. 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 and research.

Role Statement:

Under broad supervision and direction, a Level B Academic will:

• Be responsible for the delivery of pastoral, academic and professional support for students
• Contribute to the development, delivery and management of student support activities that respond to the pastoral, academic and professional needs of students
• Contribute to international student recruitment and admissions
• Contribute to 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.
• As appropriate undertake independent research and/or scholarship 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.

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• 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.
• 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

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.

Under broad supervision and direction, a Level C Academic will:
• Provide academic leadership in the delivery of pastoral, academic and professional support for students
• Lead and contribute to the development, delivery and management of student support activities that respond to the pastoral, academic and professional needs of students
• Lead and contribute to international student recruitment and admissions
• Lead and contribute to 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.
• As appropriate undertake independent research and/or scholarship 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.
• 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

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.

Additional Requirements
As a multi campus School, staff may be required to travel between campuses.

**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. Current medical registration. Current employment in a relevant discipline within Canberra Health Services with capacity to vary current employment / clinical duties to fulfil the requirements of the role including the ability to meet deadlines and achieve the strategic goals of the medical program.
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 student/trainee support and/or recruitment and admissions will be highly regarded.

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3. Demonstrated ability to undertake administration related to education activities in a tertiary institution or health service, including working as part of a team with the ability to meet deadlines and achieve goals.

4. A track record, or potential to develop a track record, of medical or health research and/or scholarship

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 university, 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.

7. 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 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. Current medical registration. Current employment in a relevant discipline within Canberra Health Services with capacity to vary current employment / clinical duties to fulfil the requirements of the role including the ability to meet deadlines and achieve the strategic goals of the medical program.

2. Evidence of an ability to lead and deliver tertiary level education, with experience in teaching, learning and assessment. A demonstrated track record of positive student feedback is an advantage. Experience in student/trainee support and/or recruitment and admissions will be highly regarded.

3. Demonstrated high level ability to undertake administration related to education activities in a tertiary institution or health service, including leading and working as part of a team with the ability to meet deadlines and achieve goals.

4. A track record of medical or health research and/or scholarship

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 university, 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.

7. 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 understanding of equal opportunity principles and policies and a commitment to their application in a 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.*

**Supervisor/Delegate Name:**

**Date:**

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