



**Australian
National
University**

Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	School of Medicine and Psychology (SMP)
Department/Unit:	Academic Unit of General Practice (AUGP)
Position Title:	Bill Nicoles Chair and Head of General Practice
Classification:	Level D/E
Position No:	
Responsible to:	Director, School of Medicine and Psychology
Number of positions that report to this role:	TBC
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT:

The ANU College of Health and Medicine (CHM) encompasses a tradition of research excellence that has fostered four Nobel Laureates and trains leaders in science, medicine, health and the environment in Research Schools consistently ranked among the top performers in the world in their various fields.

The College is committed to solving problems through fundamental and applied scientific research and improving health outcomes for people in Australia and around the world. The College houses three Research Schools - the John Curtin School of Medical Research; the National Centre for Epidemiology and Population Health (SMP) and the School of Medicine and Psychology (SMP).

School overview

The purpose of SMP is to advance human health and wellbeing, enabling individuals and communities to thrive. Our experience through life is defined by the capabilities and potential of our mind and body. Appreciating the interdependence and inter-relationship of both is essential to understanding and improving human health. By fully integrating the disciplines of medicine and psychology we aim to unlock understanding of the mind and body, develop impactful therapeutic innovations, solve national and international health problems and lead social changes to improve wellbeing.

To do this we integrate perspectives, knowledge and techniques across medicine, psychology, and related fields. We develop excellent, adaptable, resilient, and innovative doctors, psychologists and health care leaders of the future who will work in partnership with their patients and colleagues to provide optimal care for individuals while strengthening the system and society they work in. We partner with discovery and population researchers, government, diverse organisations and communities and conduct collaborative, courageous translational research.

SMP offers the only medical program in Canberra through its four-year postgraduate degree. Our partnerships with the ACT Health Directorate, numerous general practices in the ACT and neighbouring regions of NSW, Canberra Health Services, and regional NSW hospitals provide early and regular access to clinical educational opportunities administered through the Canberra Clinical School, the ANU Clinical School at the Sydney Adventist Hospital and the Rural Clinical School.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Head of General Practice is a full-time position for an active academic General practitioner, with academic appointment as appropriate at level D or E. This position has been made possible by generous funding from Bill Nicholes philanthropic donation to the ANU and will be called the Bill Nicholes Chair in General Practice.

The Head of General Practice is a key leadership position within SMP and will be based in the ACT. The position will have a lead role in general practice and primary care elements of the Medical curriculum, in expanding the primary care research of the SMP and College and further developing and supporting the practice-based research network across ACT and SENS general practices.

This role and the SMP GP Unit has explicit links to the ACT Health Directorate and, in particular their Office of the Chief GP & Primary Care Advisor. By utilizing the leadership of these two positions (Bill Nicholes Chair in GP and Chief GP and Primary Care Advisor) the ANU and ACTHD seek to work together to build a centre of general practice and primary care policy, research and education excellence, which leads primary care and GP innovation locally and nationally, and builds strong, sustainable and excellent GP and primary care for the ACT. This role will work collaboratively with the ACTHD on joint programs including workforce initiatives, the development and evaluation of innovative models of care as well as shared policy relevant research projects.

The SMP GP unit delivers education on general practice, consultation skills, professionalism, evidence-based medicine and supports teaching on indigenous health in the MChB program as well as coordinating GP placements within the Medical School. The Unit provides research pathways for GPs, GP Registrars, PhD and ANU medical students. Current research projects explore various aspects of child health (utilising ACT Kindergarten Health Check data), Aboriginal and Torres Strait Islander health, and health service delivery and design as well as educational research.

Role Statement:

The Head of General Practice will:

- Develop and maintain community networks with relevant individuals and organisations (e.g. local General practices in ACT and region, the Primary health networks as well as ACT Health Directorate and Canberra Health Services) in order to deliver the research, teaching and service requirements of the SMP.
- Lead scholarship and research of international standing in general practice and primary health care with a breadth of interests and sympathy for other research interests represented in the SMP, the CHM and the ACT Health Directorate.
 - This includes promoting research activities of SMP GP research at appropriate national and international meetings and through securing competitive grants and publications in relevant peer-reviewed journals
- Lead and develop teaching at all levels (university, postgraduate, years, vocational training and continuing professional development) and demonstrate innovation in curriculum design and teaching methods, together with distinguished personal contribution to teaching. This may include:
 - Implementing research programs and activities that attract students for the higher degree tracts at the ANU SMP and academic GP registrar from the vocational training program
 - Leading and further developing the ACT & SENSW GP practice-based research network - PracNet
 - Participating in research capacity building activities within the ACT Health Directorate and Canberra Health Services
- Develop and manage the teaching program for the discipline of general practice within the SMP MChD program including contributions to wider teaching needs in the MChD program (consultation skills, clinical skills, evidence-based medicine and supporting indigenous health teaching)
- Recruit and retain general practitioners and primary health care professionals within the ACT and surrounding regions for the purpose of contributing to the ANU SMP teaching and research programs
- Participate in sufficient relevant clinical practice and continuing professional development to meet requirements of RACGP or ACCRM and maintain specialist registration with Medical Board of Australia
- Ensure that necessary financial, human resource and other managerial accountabilities are satisfied by working with the School Manager to ensure appropriate resources and processes for effective operational management and compliance with relevant policies and procedures.
- In close collaboration with the Chief GP and Primary Care Advisor of the ACT HD and senior leadership of ACTHD and ANU SMP develop plans for and build a centre of GP & primary care policy, research and education excellence, which leads primary care and GP innovation locally and nationally, and builds strong, sustainable and excellent GP and primary care for the ACT.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Qualifications and experience necessary for registration as a Specialist GP with the medical board of the ACT (i.e. FRACGP, ACRRM or equivalent) and a research doctoral degree (PhD, MD).
2. Demonstrated experience in leadership in university and primary care clinical environments with demonstrated ability to mentor and develop colleagues to achieve goals.
3. Evidence of high-quality teaching including achievements in curriculum development and organisation, and the ability to develop and implement teaching programs and contribute to setting the education agenda of the School of Medicine and Psychology
4. A high standing nationally and internationally in general practice/primary health care research, with a strong publication record and proven ability to attract research grant funding as well as the ability to build research capacity in a multidisciplinary team.
5. Ability to provide on-site leadership with visible presence while demonstrating an understanding of the local general practice and primary care environment and personnel.
6. Demonstrated experience as a professional manager within academic or general practice an primary health care environments
7. Excellent oral and written communication skills and the ability to foster relationships with a variety of staff and students in a cross-disciplinary academic environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels.
8. A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO

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 Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CHM	Dept/School/Section	SMP/CHS
Position Title	Bill Nicoles Chair and Head of General Practice	Classification	Level D/E
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 			
TASK	regular	occasional	
key boarding	<input type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	
carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			
Supervisor/Delegate Name:		Date:	