



Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	School of Medicine and Psychology
Department/Unit:	SMP Sydney Clinical School
Position Title:	Head, SMP Sydney Clinical School
Classification:	Level D/E (part-time)
Position No:	
Responsible to:	Director, School of Medicine and Psychology
Number of positions that report to this role:	TBD
Delegation(s) Assigned:	

PURPOSE STATEMENT:

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy.

The ANU College of Health and Medicine comprises the School of Medicine and Psychology, 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.

Adventist Healthcare Limited (AHCL) is a not-for-profit health care provider owned by the Seventh-day Adventist Church, operating Sydney Adventist Hospital (SAH), SAH Day Surgery Hornsby, SAH Radiology & Nuclear Medicine and Sydney Adventist Hospital Pharmacy. The SAH provides comprehensive acute surgical, medical and obstetric care including complex cardiac procedures, robotics and minimally invasive surgery. The SAH has hosted a clinical school since 2011 to integrate high quality medical education and the development of translational research into private medicine and provide a platform for academic health service partnerships in the private sector that facilitate innovation and patient outcome optimisation. In 2021 the clinical school at the Sydney Adventist Hospital became a partnership between AHCL and ANU, which was formalised in 2022 as the ANU Sydney Clinical School.

The Head, Sydney Clinical School position is a part-time funded position for an active clinician at the SAH, or who will establish clinical practice at the SAH, with academic appointment as appropriate. It is ideally suited to someone who wishes to have a significant impact in research-led education through continued development of the Clinical School and academic activities at SAH.

The Head, Sydney Clinical School, will foster strong working relationships and the partnership between ANU and AHCL, especially in clinical education and research, for advancing medical education at the SAH, and for ensuring there is, at the SAH, a vibrant clinical school contributing to education of ANU students at all levels. This role will also provide academic leadership, mentorship and support to the academic community, including academic and professional staff and programs, and be an important contributor to the overall intellectual life of the University.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Head, Sydney Clinical School will be part of the ANU School of Medicine and Psychology (SMP), accountable to the Director. The successful applicant is also expected to lead by example to develop and maintain effective, productive and beneficial workplace relationships with all academic, clinical and professional Hospital, School and College staff, students and honorary appointees, as well as with other Sydney based clinicians and industry stakeholders. The position will foster close working relationships with the Course Convenors of the Medical Program, the Clinical Placement Coordinators and provide leadership to the Clinical Leads for the Program. The

role will require regular and effective communication and active participation at meetings to ensure delivery of strategic and operational initiatives. This position will also have a mentoring role for students and will engage in collegial and productive collaborations with local, national and where possible, international colleagues.

Role Statement:

1. Contribute to strategic planning and leadership and growth of the Sydney Clinical School in alignment with overarching University, College and SMP strategies and goals, including successful implementation of current and new education programs, providing academic leadership of the Sydney Clinical School, and championing collaborative relationships with external partners, particularly Adventist HealthCare Limited.
2. Provide academic and clinical practice leadership through curriculum/education delivery and assessment; achievement of education and research strategies; delivery of undergraduate and postgraduate clinical and non-clinical placements; assuming a duty of care for students completing clinical activities; and ensuring the clinical practice context facilitates high quality teaching and learning in line with school-wide curriculum and accreditation standards.
3. Be responsible for working with the SMP School Manager for financial and operational management through development and oversight of Sydney Clinical School budget and expenditure; ensuring appropriate resources and processes for effective operational management of the Sydney Clinical School, including implementation and promulgation of and compliance with relevant financial, education, and research policies and procedures (both University and Hospital).
4. Provide oversight of workforce planning and management through effective engagement, mentoring, development, attraction and retention of all staff including visiting and honorary staff; management of performance and development processes; fostering an inclusive workplace; ensuring staffing needs are addressed and met.
5. Establish and nurture key collaborative relationships, most significantly with Adventist HealthCare Limited to ensure that the collaborative essence of the relationship remains at the forefront of Sydney Clinical School work; engage as an active member of the Hospital's Medical Advisory Committee and other Hospital activities as appropriate; engage with professional bodies and industry and with the Hospital and broader community to identify and develop strategic opportunities.
6. Foster a safe working environment through identification, management, and mitigation of risks and hazards; engaging in business continuity planning; ensuring compliance with relevant WHS policies and procedures, including those belonging to the University and Adventist HealthCare Limited, and not wilfully place at risk the health and safety of another person in the workplace. Demonstrate leadership in WHS by taking responsibility for their own workplace health and safety and showing commitment to the application of EO policies in a university context.
7. Actively contribute to clinical teaching and pastoral care of ANU medical students.
8. Contribute to the review and development of optimal curricula for postgraduate degree programs and continuing medical education/executive education programs from time to time.
9. Support expansion and outreach opportunities as they may arise for the ANU Sydney Clinical School staff and students.
10. Maintain and actively promote high academic standards in all education, research and administration endeavours undertaken by the Hospital, Sydney Clinical School, School of Medicine and Psychology, the College and the University.
11. Represent the interests of the Sydney Clinical School at the SAH Medical Advisory Committee and Research Advisory Committee and at other meetings as appropriate
12. Other duties as required that are consistent with the classification of the position, comply with all ANU policies and procedures, and particularly those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. A degree in a relevant field of medicine, health care, public health and/or Indigenous health, with eligibility for registration as a medical practitioner in New South Wales.
2. Previous leadership experience in academic, clinical school and / or hospital environments.
3. Evidence of high-quality teaching including achievements in curriculum development and organisation, and the ability to develop and implement teaching programs.
4. Ability to provide on-site leadership with visible presence while demonstrating an understanding of the local environment and personnel.
5. Ability to provide academic leadership including supervision and mentoring, and the ability to build research and education capacity in a multi-disciplinary team as well as an excellent record of collaboration in translational research.
6. 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.
7. Evidence of effective teaching at all levels and of the ability to contribute significantly to setting the education agenda of the Clinical School, the School of Medicine and Psychology and ACHL.
8. Demonstrated experience in providing academic leadership and a demonstrated ability to mentor and develop colleagues to achieve goals.
9. 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 Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details


College/Div/Centre	CHM	Dept/School/Section	SMP
Position Title	Head, Sydney Clinical School	Classification	
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	TASK
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
NON-IONIZING RADIATION			IONIZING RADIATION
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			BIOLOGICAL MATERIALS
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens
			immunisations
OTHER POTENTIAL HAZARDS (please specify):			

Supervisor/Delegate Name:		Date:	9/9/2024
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