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## POSITION DESCRIPTION

# Director of Medical Education, Rural Education Focused

Faculty/Division	Medicine & Health
Classification Level	Academic C or Academic D
Hours & Span (Category)	ACADEMIC POSITION NO SPAN
Position number	00035036
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	17 September 2024

### Position Summary

UNSW's Education Focused (EF) roles enable academics to specialise in education and devote their time to delivering high-quality teaching and pursuing initiatives to enhance the educational experience of our students. Those who are appointed to this prestigious specialism will be expected to successfully drive educational excellence within the university's teaching and learning communities.

The Director of Medical Education, Rural, is an academic leadership position within the School of Clinical Medicine, Rural Clinical Campuses (RCC) responsible for the operational academic activities at the identified Rural Clinical Campus. With a focus on the development and implementation of world class teaching, learning and research programs, the position holder will demonstrate a commitment to high quality teaching, developing and leading a comprehensive education program through a culture of best practice that supports academic, professional and technical staff in the delivery of the undergraduate and post-graduate programs at the campus.

The role requires a strong and collaborative working relationship with the Associate Dean – Head, Rural Clinical Campuses the Manager, Rural Clinical Campuses, and other senior academic and professional staff is required. The position holder will develop and lead a unified UNSW presence that enhances the university profile in rural teaching excellence and rural research that directly supports the LHD and local Primary Health networks and other community stakeholders in improving the health of local rural communities.

The position reports to the Associate Dean Rural Health–Head, Rural Clinical Campuses, and has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

- Contribute to the development of a strategic vision for UNSW Medicine and Health and Rural Clinical Campuses, supporting and building on the strengths of the local academic environment and priorities of key strategic partners, stakeholders and local community.
- Ensure regular consultation and provide timely advice to the Associate Dean Rural Health–Head, Rural Clinical Campuses, on all aspects of the campus academic program and associated activities.
- Understand the needs of the medicine curriculum in all phases delivered at the campus and build strong relationships with local private practice and hospital-based clinicians, junior medical officers, interns, registrars and primary health care networks, and other internal and external stakeholders.
- Demonstrate and continuously develop a well-defined teaching philosophy and make a significant contribution to teaching in the undergraduate program and postgraduate rural training initiatives.
- With Phase Coordinators and Head/s of Discipline, identify local teaching requirements and build the capability of academic staff within the identified campus location through talent management, succession planning and a culture of accountability and engagement with appropriately qualified academic and conferred conjoint appointees.
- Working collaboratively, ensure appropriate supervision and support of clinical and other academics, managing workload and performance expectations of staff across all phases delivered at the campus.
- Supervise, mentor and provide regular individual and group consultation for students in all phases of the medicine course delivered at the campus.
  - Provide a highly valued student experience that inspires learning through immersion in the local medical and health community.
- Prepare and deliver tutorials and lectures to students and take an active leadership role in their assessment and examination.
- Establish an innovative rural focus within clinical course work and student clinical attachments ensuring RHMT obligations and the requirements of the UNSW Medicine program are met.
- Progress the RHMT Rural Research Plan and research agenda of the RCC, supporting the development and capacity of the rural Independent Learning Project (ILP) and Honours program at the campus, through projects aligned to LHD and other local primary care and community health issues and priorities.
- Work with the Manager, Rural Clinical Campuses and the Administration Officer–Rural Campus Coordinator at the identified rural campus location, to support the effective administration of the campus including curriculum, events and activities, recruitment and optimisation of resources.
- Build and sustain excellent relationships with external stakeholders such as potential students, high school careers advisors, local health networks, service and community organisations.
- Ensure that all procedures are in accordance with UNSW Sydney Code of Practice and Policy, and those of the Department of Health as they relate to the presence of medical students in clinical areas
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

## **Skills and Experience**

### At Level C:

- An MBBS and a Fellowship of a Specialist Medical College (including but not limited to ACEM, ACRRM, RACP, RACGP, RANZCOG, RACS), and eligible for medical registration in New South Wales.
- Demonstrated experience in a particular field of medicine and a commitment to high quality rurally focussed teaching.
- A proven commitment to excellence in teaching and supervision at undergraduate and/or post-graduate level with a passion for rural health education.
- Ability and capacity to implement required UNSW health and safety policies and procedures.
- Evidence and maintenance of professional development in pedagogy, disciplinary knowledge and professional accreditation requirements.
- Energy, diplomacy with strong skills and a proven ability to mentor and motivate diverse teams to achieve a high-performance culture, develop future leaders and manage under-performance.
- A record of successful interaction with Local Health District, Specialist Colleges, professional and training organisations, and other internal and external stakeholders.
- Demonstrated experience in supervising or coordinating assessment in undergraduate and/or postgraduate medicine.
- Highly developed interpersonal skills to support and inspire students from diverse backgrounds and support student equity, diversity and inclusion initiatives.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

### At Level D (in addition to the above):

- A record of distinguished scholarship, including the capacity for cross-disciplinary collaboration, and a strong clinical background and senior professional standing in a relevant medical discipline.
- A track record of innovation in education and development of new programs.
- Evidence of superior leadership skills in the broader health environment and a record of solid achievement in academic and professional environments including interacting with relevant authorities, specialist colleges and training organisations, local community and other key stakeholders.

## **Pre-Employment checks required for this Position**

- Verification of qualifications
- Working With Children Check

### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.