



POSITION DESCRIPTION

Department of Psychiatry, Melbourne Medical School
Faculty of Medicine, Dentistry and Health Sciences

CHINA PROGRAM MANAGER

POSITION NO	0032756
CLASSIFICATION	PSC 8
SALARY	\$99,199 – \$107,370 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time
BASIS OF EMPLOYMENT	Fixed term for two years Fixed-term contract type: Specific task and project
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Lina Pepe Tel +61 3 8344 6131 Email linap@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The China Program Manager coordinates high level China engagement activities and actively promotes strategic China partnerships to maximise opportunities that align with the Department, Melbourne Medical School's (MMS) and the Faculty of Medicine, Dentistry and Health Sciences (MDHS) international strategy. The incumbent also identifies appropriate opportunities and contributes to the development and delivery of the education, research and engagement activities of the Department's existing China programs as well as the broader MMS and FDMHS China strategic engagement. The position reports to the Department Manager and works under the direction of the Department Academic Lead China Programs. The position will also work collaboratively with academic staff in the Department and the broader Faculty China-focussed academic and professional roles.

The Department has grown considerably its engagement and commercialisation activities in China and is expanding into other international markets through its postgraduate courses, clinical training and translational research.

1. Key Responsibilities

- ▶ Manage a growing portfolio of China province based and national psychiatric and mental health projects in the Department
- ▶ Works collaboratively with the academic and professional staff of the FDMHS China Engagement team.
- ▶ Proactively build and grow relationships with high level stakeholders and their key staff in China
- ▶ Actively identify new commercial and engagement opportunities in China and other emerging markets
- ▶ Provide timely advice to Department, MMS and FDMHS and other key University leadership on:
 - Chinese government priorities and policies as they relate to the areas of mental health and health care in China
 - protocols and best approaches to working with key individuals and their organisations in China
 - potential price points and other financial considerations that could impact on contract negotiations with Chinese partners
- ▶ Provide a centralised liaison point for all contract negotiations and other project delivery timelines and activities with Chinese partners and clients
- ▶ Coordinates all relevant logistical arrangements for training programs, placements and international delegations in relation to the China projects
- ▶ Provide timely reports which combine statistical and financial data to the Department executives
- ▶ Establish and maintain a database of key contacts internationally and Australia
- ▶ Ensure contract and program requirements are met for all China projects, with particular emphasis on monitoring expenditure in line with program specifications and budgets
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualifications or progress towards postgraduate qualifications and relevant experience; or extensive relevant experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ Extensive experience in managing complex programs involving professional, government and academic partners in China and the University of Melbourne.
- ▶ Fluent Mandarin speaking and writing skills.
- ▶ Current knowledge of Chinese government priorities and policies as they relate and impact on the Department and the Faculty China activities.
- ▶ Excellent organisational ability to ensure effective and timely delivery of processes and information and a proven ability to prioritise to meet deadlines.
- ▶ Experience in organising international delegations, and delivering training placements and training programs.
- ▶ Highly developed interpersonal and cross-cultural communication skills in negotiating and building relationships with a wide range of Australian and Chinese funders, academic, government bodies and other stakeholders.
- ▶ Understanding of and demonstrated experience working with Australian and Chinese health and higher education structures and networks.
- ▶ Extensive experience in the administration of a secretariat including the establishment and management of databases, complex budgets, servicing of a variety of management committees and the generation of appropriate reports to all key stakeholders.
- ▶ High level of proficiency in a range of software packages such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint and web-based Content Management Systems.
- ▶ Ability to work independently and collaboratively and flexibly in a team environment.
- ▶ Knowledge of the University of Melbourne's policies and procedures and understanding of the University environment relating to its administrative and decision-making structures.
- ▶ Highly developed ability to manage accounts and develop budgets within University structures.

2.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector.
- ▶ Knowledge of or demonstrated interest in health research, E-health and E-learning trends.

2.3 SPECIAL REQUIREMENTS

- ▶ After hours work required when hosting international visiting delegations

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under the direction of the Department Academic Lead China Programs and reports to the Manager of the Department of Psychiatry. The position will also work collaboratively with the broader MDHS Faculty China Engagement academic and professional team. The incumbent is expected to work with a high level of independence and be self-motivated and is expected to prioritise workloads and plan ahead. The position also demands initiative and the ability to work without direct supervision.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to exercise sound judgment and strong problem solving and analytical skills at both a strategic and administrative level. The China Program Manager must be able to demonstrate initiative in managing the complexity of managing and negotiating across a wide variety of cultures operating in China as well as in Australia. The incumbent must have the capacity to anticipate problems arising through increasingly varied interactions with stakeholders across sectors, cultures and international boundaries and develop sound solutions for consideration by the head of the Department of Psychiatry, Department Academic Lead China Programs and the Manager of the Department of Psychiatry.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will need to have a deep knowledge of current health and higher education networks and systems in Australia and China. In addition, the incumbent will need to develop knowledge of the broad range of courses and other products offered by the various specialist fields of expertise existing within the Faculty. Knowledge of the University's policies and procedures is essential.

3.4 RESOURCE MANAGEMENT

The incumbent will be responsible for preparing and managing budgets for the Department's China programs in consultation with the Department Manager.

3.5 BREADTH OF THE POSITION

The position covers an extensive range of leadership and management tasks that involve close liaison with the Department Executives, MMS and FDMHS China Engagement and University of Melbourne academics and Chinese government and other constituents.

The China Program Manager is expected to contribute to the Department of Psychiatry, and The University of Melbourne more broadly, quality of service ethic by undertaking the duties described as high level of accuracy and timelines underpinned by professional knowledge.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 DEPARTMENT OF PSYCHIATRY

www.psychiatry.unimelb.edu.au

The Department of Psychiatry at the University of Melbourne was established in the 1960s.

The Department has major units at Northwestern Mental Health, which is part of Melbourne Health, St. Vincent's Health and Austin Health. The Head of the Department of Psychiatry is the Cato Professor of Psychiatry, who is located in and also heads the Research unit at Northwestern Mental Health, located at the Royal Melbourne Hospital. In addition, there are a number of research centres, offices and units and many psychiatric units within Victoria that are affiliated with the Department of Psychiatry in which academic appointees of the Department are located.

The research structure of the Department comprises: Phoenix Australia, Centre for Posttraumatic Mental Health; Melbourne Neuropsychiatry Centre (MNC); Psychosocial Research Centre and the Academic Unit for Psychiatry of Old Age. The psychiatric units include those at the Sunshine and Northern hospitals and two private hospitals, the Melbourne Clinic (Healthscope) and the Albert Road Clinic (Ramsay Health Care). The Department of Psychiatry is involved extensively in direct clinical care delivery, development of service delivery, medical student and psychiatric trainee education and psychiatric research.

The Department plays a key role in the current medical curriculum for the graduate MD course in medicine, providing rotations in psychiatry for medical students and teaching in other sections of the course. The Department also offers many opportunities for students undertaking research projects in Phase 3 of the MD course, which comprises a significant research experience.

The research interests of the Department include molecular and cellular neuropathology, neuropsychiatry, neuroimaging, neuropsychology, psychosocial research, economic evaluation, psycho-neuroendocrinology, psycho-pharmacology, ethics, psychiatric epidemiology, service delivery in mental health, early psychosis schizophrenia, mood disorders, anxiety disorders, eating disorders, childhood psychiatric disorders, youth mental health, women's mental health, dementia and psychiatry of old age.

6.2 MELBOURNE MEDICAL SCHOOL

<http://www.medicine.unimelb.edu.au/>

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.5 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has

adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>