



POSITION DESCRIPTION

Melbourne Dental School
Faculty of Medicine, Dentistry and Health Sciences

Senior Lecturer / Associate Professor Orthodontics

POSITION NO	0032432
CLASSIFICATION	Senior Lecturer Level C or Associate Professor Level D (The level of appointment will be based on qualifications and level of experience)
SALARY	\$120,993 - \$139,510 p.a. (Level C) or \$145,685 - \$160,500 p.a. (Level D) Plus a clinical loading (if applicable) of \$9,825 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Continuing Work Focus Category: Academic Teaching and Research
HOW TO APPLY	Online applications are preferred. Go to http://hr.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Associate Professor Paul Schneider Tel: +61 3 9341 1498 Email: pmschn@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 websites:

hr.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

This Senior Lecturer/Associate Professor of Orthodontics will provide academic and clinical leadership in Orthodontics for the Melbourne Dental School at The University of Melbourne, as well as for private practitioners.

Orthodontics is a major specialty in dentistry and the Melbourne Dental School provides teaching and clinical training in Orthodontics at graduate, postgraduate and continuing dental educational levels. At the postgraduate level, the School provides a Doctor of Clinical Dentistry (Coursework) degree in Orthodontics that leads to specialist registration with the Australian Dental Practice Board.

The incumbent would be expected to assist in co-ordinating the teaching of orthodontics in the current programs of the Dental School, including the appointment of sessional staff. In addition, the incumbent will be required to assist with the development and co-ordination of the orthodontic component of the Doctor of Dental Surgery degree, as mutually agreed with the Heads of Orthodontics and Paediatric Dentistry at the University of Melbourne.

The position has a clinical, didactic and research focus and therefore it is expected that the appointee will maintain part time clinical practice in orthodontics in the private or public sector, which may be the University of Melbourne Dental Clinic (MDC).

The successful applicant will be expected to devote a significant proportion of time to the clinical teaching of Orthodontics. In addition, the successful applicant will be encouraged to undertake research and administer coursework commensurate with the level of the position. The person must demonstrate experience in teaching Orthodontics. The Growth and Development Section within the Melbourne Dental School undertakes teaching and research in the fields of Paediatric Dentistry, Orthodontics and Cariology.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A primary dental qualification registrable with the Dental Board of Australia with a full license and a degree in Orthodontics, either Australian or able to be deemed equivalent to an Australian DCD.
- ▶ Demonstrated commitment to and substantial experience in teaching
- ▶ Knowledge of dentistry and the clinical needs of dental graduates
- ▶ A track record of academic achievement via thesis and publication in peer reviewed international journals
- ▶ Demonstrated ability to work collaboratively and collegially and have a capacity to communicate to others a commitment to a code of ethics
- ▶ Demonstrated record of independent and original contributions to research, which is making a significant impact in orthodontics and/or dentistry.
- ▶ Evidence of the potential to take on leadership responsibilities in research, teaching and other areas within the Melbourne Dental School, the Faculty of Medicine, Dentistry and Health Sciences, and in the University.
- ▶ Demonstrated organisational skills and management to administrative tasks.
- ▶ Demonstrated excellence and willingness to counsel students as required.

In addition to the above the following are essential for a level D appointment:

- ▶ Evidence of significant leadership role in teaching and learning evidenced by institutional impact in relation to teaching policy and practice.
- ▶ PhD or equivalent in dentistry, preferably related to Orthodontics.
- ▶ Demonstrated capacity to attract and successfully supervise research students to completion.
- ▶ International standing and demonstrated leadership in Dental research and scholarship.
- ▶ International recognition as a leading authority in the area of professional issues in Orthodontics.
- ▶ A demonstrated record of participating in and providing leadership in community affairs, particularly those related to the discipline, in the profession and community.
- ▶ A strong international network of clinical researchers in Orthodontics.

1.2 DESIRABLE

- ▶ Demonstrated excellence in working collaboratively in a multidisciplinary context.
- ▶ Demonstrated excellence in curriculum development and teaching of Orthodontics.
- ▶ PhD in dentistry
- ▶ Willingness to explore new education methods for teaching and learning.
- ▶ A demonstrated commitment to Continuing Professional Development.
- ▶ Demonstrated capacity and familiarity with the role of multi-media in relation to the development and implementation of teaching and learning programmes for graduate level students.
- ▶ Proven record of providing effective strategic direction within an organisation.
- ▶ A demonstrated capacity for appropriate innovation in orthodontics.
- ▶ Excellent management skills and judgment to exercise initiative.
- ▶ Outstanding communication and negotiation skills.
- ▶ Advanced organisational skills and ability to manage administrative tasks
- ▶ A demonstrated record of participating in and providing leadership in community affairs, particularly those related to the discipline, in the profession and community.
- ▶ Commitment to a career in the teaching of Orthodontics.
- ▶ Established international links with well recognised orthodontic institutions.

2. *Special Requirements*

- ▶ The ability to teach clinically relevant material within a clinical environment
- ▶ Knowledge and understanding of the clinical environment within which the majority of clinical dental education occurs in the Melbourne Dental School.
- ▶ Accreditation with DHSV and MDC which requires police check and Working with Children check

3. *Key Responsibilities*

- ▶ Provide clinical leadership to postgraduate students in Orthodontics and DDS students.

- ▶ Undertake clinical practice at the Melbourne Dental Clinic (723 Swanston Street, Carlton).
- ▶ Undertake other specific tasks as required by the Supervisor or the Head of the School.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

3.1 CONTRIBUTION TO TEACHING AND LEARNING

- ▶ Develop, prepare and deliver lectures, tutorials and seminars in the DCD, DDS, continuing education and BOH courses, and contribute to high quality curriculum development, evaluation and review.
- ▶ Initiate, develop and review subject material in orthodontics at all levels.
- ▶ Undertake clinical teaching at the Melbourne Dental Clinic (723 Swanston Street, Carlton) and the Royal Dental Hospital of Melbourne., guiding the treatment of orthodontic cases by postgraduate students to successful completion.
- ▶ Have a role in the advancement and organisation of the practice of Orthodontics in the Melbourne Dental Clinic.
- ▶ Assist with the allocation of patients to treating clinicians.
- ▶ Assist with the recruitment, allocation and management of visiting clinical demonstrators, teachers and academics.
- ▶ Provide consultation to students on their academic progress.
- ▶ Assess and mark student work in the area of DCD and DDS Orthodontics, as required.
- ▶ Subject coordination including the scheduling of lectures, preparation and marking of examinations, and attendance at Board of Examiners Meetings.
- ▶ Supervise research projects associated with the DDS and DCD programs.
- ▶ Perform administrative tasks as required.
- ▶ Actively participate in the development and renewal of academic programs using the appointee's specialist academic knowledge and expertise.
- ▶ Demonstrate active pursuit of own professional development.

3.2 RESEARCH

- ▶ Publish papers arising from scholarship and research conducted; and make presentations at scientific conferences.
- ▶ Prepare and submit applications for external competitive research funding.
- ▶ Develop and participate in the research activities of the discipline.
- ▶ Contribute towards the development of research strategy.
- ▶ Contribute to administration of a clinical and basic science research program and attract high calibre students.
- ▶ Liaise with middle management staff within the School in seeking grants and applying for funding.
- ▶ Encourage evidence-based practice amongst students and clinical teachers
- ▶ Supervise postgraduate and DDS students.
- ▶ Collaborate to successfully publish in peer-reviewed journals and make presentations at international conferences.

- ▶ Participate in collaborations with biological scientists and other clinicians to develop a multidisciplinary approach to research.

3.3 SERVICE AND LEADERSHIP

- ▶ Provide leadership within the profession and community.
- ▶ Maintain national and international links with key academics and health care organisations.
- ▶ Develop curriculum materials and examination for DDS, and DCD;
- ▶ Contribute to the leadership in teaching, research and other areas within the School and Faculty.
- ▶ Actively participate in the development and renewal of academic programs using the appointee's specialist academic knowledge and expertise.
- ▶ Participate in relevant committees at School, Faculty and University levels.
- ▶ Assist in the development of educational and clinical policy.
- ▶ Involvement in professional activity, including participation in meetings of professional societies.
- ▶ Contribute to the development and advancement of orthodontic practice.
- ▶ Represent the School to external organisations and cooperate and collaborate to the greatest degree possible with the Australian Society of Orthodontists, ASO Foundation for Research and Education, and the Australasian Orthodontic Board.
- ▶ Promote the standing of University of Melbourne Orthodontics in the orthodontic, dental and general community.
- ▶ Contribute to the leadership in teaching, research and other areas within the School and Faculty.
- ▶ Represent the school at meetings and committee work for the School and the wider University community, as appropriate.
- ▶ Promote philanthropy to the School and associated organisations.

In addition to the above, the Associate Professor appointee will be required to:

- ▶ Contribute to strategic planning and policy decision making processes by actively participating on relevant committees.
- ▶ Liaise with others in the University to develop a collaborative approach to enhance educational and research programs of the School.
- ▶ Provide leadership in the evaluation of curriculum development and renewal at School, Faculty and University level.
- ▶ Participate in collaborative partnership relating to teaching and learning with other educational bodies or institutions.
- ▶ Lead a research program and attract high calibre students.
- ▶ Make original and innovative contributions to scholarship, research and teaching in the discipline of Orthodontics and related fields.
- ▶ Foster collaborations with other scientists and clinicians to develop a multidisciplinary approach to research.
- ▶ Establish national and international links with key academics and health care organizations.

- ▶ Significant role in research projects including, where appropriate, leadership of a research team
- ▶ Make a significant contribution to, and advancement of the profession/discipline
- ▶ Make a significant contribution to the governance and collegial life inside and outside of the Faculty.

4. Other Information

4.1 MELBOURNE DENTAL SCHOOL

The Melbourne Dental School is a one-department school, which is organised into five sections for teaching and research purposes. The School offers a number of graduate and postgraduate programs. The basic course (DDS) is of four years' duration and accepts approximately 80 students per year; the Bachelor of Oral Health is a three-year undergraduate course with approximately 20 students per year. The graduate programs include a Postgraduate Diploma in Clinical Dentistry and Graduate Diploma in Forensic Odontology, the Doctor of Clinical Dentistry degree by coursework and minor thesis (offering clinical specialty training in all dental specialties), and the Master of Dental Science by major thesis, Disc and PhD degrees as the major research degrees. The total student population is approximately 320 undergraduate students and 80 graduate students.

The School has approximately 54 EFT academic personnel. In addition, about 150 casual and honorary staff contribute to the teaching programs of the School. The School's annual budget is approximately \$12 million, including more than \$6 million in research grants. Orthodontics currently has 1.1 EFT academics and this advertised position is in addition to that number. There are an additional approximately 20 part-time clinical teachers and further non-clinical teachers. The teaching programs of the School involve extensive clinical experience, most of which is provided in The Melbourne Dental Clinic and Royal Dental Hospital of Melbourne and associated clinics. The Melbourne Dental School and the Royal Dental Hospital of Melbourne work closely together in clinical service provision, in teaching and clinical research.

The School Administration Unit provides administrative support for the teaching and research activities of the School. This includes the management of the School's financial, human and physical resources, student selection and administration.

Further information about the School is available at: <http://www.dent.unimelb.edu.au/>.

4.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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 2013 gross revenue was in excess of \$550M. Approximately 40% of this income relates to research activities.

The Faculty has a student teaching load in excess of 7,500 equivalent full-time students including more than 1,000 research higher degree students. The Faculty has approximately 2,200 staff comprising 700 professional staff and 1,500 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.

Further information about the Faculty is available at <http://www.mdhs.unimelb.edu.au/>

4.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked by the THES among the world's top 50 universities.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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 www.hr.unimelb.edu.au/careers.

4.4 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. www.growingesteem.unimelb.edu.au

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 Model. 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.

4.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of

financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

4.6 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 www.unimelb.edu.au.

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.