



## POSITION DESCRIPTION

**Learning and Teaching Unit**  
Faculty of Medicine, Dentistry and Health Sciences

### Work-Integrated Learning Project Officer

<b>POSITION NO</b>	0044423
<b>CLASSIFICATION</b>	PSC 5
<b>SALARY</b>	\$68,892 - \$79,130 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full-time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-term until 31 October 2018
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	David Chidgey Tel +61 3 8344 3565 Email <a href="mailto:david.chidgey@unimelb.edu.au">david.chidgey@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Work-Integrated Learning (WIL) Project Officer will assist with the planning and delivery of projects to enhance WIL administration within the Faculty of Medicine, Dentistry and Health Sciences (Faculty). The Project Officer will work with the Faculty's Project Manager, Work-Integrated Learning, the Manager, Student Placements and other stakeholders to enhance Faculty processes relating to WIL administration through the use of the enterprise-wide placement administration tool, *Sonia*.

Under the general direction of the Faculty's Project Manager, Work-Integrated Learning, the Project Officer will be expected to develop a comprehensive understanding of current placement administration processes and work with Faculty Schools and technical teams (internal and external) to identify and develop *Sonia*-based solutions that reduce procedural overheads and improve the student experience. The Project Officer will support the Project Manager to deliver the current project to streamline student placement readiness procedures through the use of *Sonia*. This will involve engagement with internal stakeholders (including academic and professional staff) to determine the business requirements and, if required, communicating with external service providers to ascertain integrated *Sonia*-based solutions that satisfies these requirements.

The Project Officer will monitor the progress of projects against established timelines and liaise with the Project Manager regarding any anticipated delays or other issues. The Project Officer will be responsible for the coordination of user acceptance testing and the preparation of support documentation and training packages as required.

### ***1. Key Responsibilities***

- ▶ Work with the Faculty's Student Support team and School/Department Clinical Placement Officers to develop a comprehensive understanding of student placement administration procedures and underlying University policies.
- ▶ Under the direction of the Project Manager, Work-Integrated Learning, actively contribute to the design and development of *Sonia*-based solutions to streamline complex and time-consuming placement administration processes, including the current project to enhance student pre-placement compliance processes through the use of *Sonia* and the incorporation of the National Police Checking Service and the Commonwealth Government's Document Verification Service.
- ▶ Maintain comprehensive records of project progression and monitor against established time and budgetary plans.
- ▶ Communicate with internal and external stakeholders as appropriate regarding all aspects of project design, development and implementation.
- ▶ Coordinate appropriate user acceptance testing and feedback mechanisms of proposed solutions.
- ▶ Develop and draft extensive support documentation related to implemented solutions and actively provide user support as required.
- ▶ Contribute to the design and delivery of comprehensive training programs and documentation related to implemented solutions as required.
- ▶ Other tasks as required by the Project Manager from time to time that contribute to the effective implementation of *Sonia* and *Sonia*-based solutions throughout the Faculty.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ Experience working with integrated databases containing complex dataflows and application programming interfaces (API).
- ▶ Proficiency in the use of Microsoft Office applications, particularly Excel.
- ▶ Demonstrated ability to communicate effectively with a variety of stakeholders in relation to procedural and system change.
- ▶ Proven ability to conceive innovative and efficient solutions to unforeseen problems.
- ▶ Exemplary professional writing skills, including demonstrated proficiency at preparing definitive support and training resources.
- ▶ Demonstrated ability to complete multiple concurrent activities and meet strict deadlines.

### **2.2 DESIRABLE**

- ▶ Familiarity with University policies and procedures related to student placements.
- ▶ Experience using the University's placement administration software, *Sonia*.

## **3. Job Complexity, Skills, Knowledge**

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Project Officer will work under the general direction of the Project Manager, Work-Integrated Learning and will be expected to display ownership of assigned tasks and operate with reasonable independence to deliver outcomes.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Project Officer will be expected to anticipate issues arising from project activities and use appropriate judgement to implement low-risk solutions according to established principles and policies. Instances of moderate-high risk issues should be addressed in collaboration with the Project Manager and/or Manager, Student Placements.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

To be effective at designing and implementing appropriate *Sonia*-based projects, the Project Officer will be required to develop and maintain a comprehensive understanding of work-integrated learning business processes across multiple disciplines and the relevant policies and procedures that govern such activity. Furthermore, the Project Officer will be required to establish and maintain strong and effective relationships with relevant internal and external stakeholders at various levels and leverage these relationships to achieve outcomes.

### **3.4 BREADTH OF THE POSITION**

This position contributes to the development and delivery of projects affecting all six schools (and embedded departments) within the Faculty of Medicine, Dentistry and Health Sciences and will support the optimisation and enhancement of the enterprise-wide placement administration tool, *Sonia*.

## ***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/people/community/responsibilities-of-personnel>

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

## ***6. Other Information***

### **6.1 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

[mdhs.unimelb.edu.au](http://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

## 6.2 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>.

## 6.3 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.

#### 6.4 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>