



## POSITION DESCRIPTION

Department of General Practice  
Melbourne Medical School

### Chair of General Practice and Head of the Department of General Practice

POSITION NO	0006361
CLASSIFICATION	Level E
SALARY	An attractive salary package will be negotiated including clinical loading
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time, continuing position
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	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.
CONTACT FOR ENQUIRIES ONLY	Professor Jane Gunn Tel: +61 3834 44530 Email: <a href="mailto:j.gunn@unimelb.edu.au">j.gunn@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The University of Melbourne Chair of General Practice and Head of the Department of General Practice in the Melbourne Medical School drives the leadership of the discipline of General Practice within and beyond the University.

The Chair of General Practice is expected to make innovative and distinctive contributions to the academic discipline of General Practice within the Melbourne Medical School. This will include the initiation and developments of strategic links between the Department of General Practice and other departments of the School (in particular the Department of Medical Education through the Doctor of Medicine program), the Faculty (in areas such as the Melbourne Academic Centre for Health) and the University in existing and emergent areas of teaching and research. The Chair of General Practice will also be expected to promote excellence in General Practice care building strong links with the General Practice community and wider health care partners. The Chair of General Practice will be located at the University of Melbourne Department of General Practice.

The title of Chair of General Practice is awarded for the duration of the incumbent's role as Head of Department. If the incumbent is no longer Head of Department, they will be appointed to a continuing professorial position in the Department.

Professors at the University of Melbourne also provide transformational leadership and dedicated service to the University and the broader community beyond their leadership within their academic fields and disciplines.

This position description should be read in conjunction with the University of Melbourne. Expectations of a Professor: <https://staff.unimelb.edu.au/human-resources/academic-careers-@-melbourne/promotion/Leadership-Roles-of-Melbourne-Professors-April-2017.pdf>

The Council reserves the right to make no appointment or to fill the position by invitation at any stage.

## ***Key Responsibilities***

### **LEADERSHIP AND SERVICE**

- ▶ As both the Head of the Department of General Practice and a senior member of the Faculty, provide leadership and foster excellence in research, teaching and community engagement for improved capability across the Department, Faculty, and the University overall
- ▶ Lead the Department Executive and actively participate in the Medical School Executive
- ▶ Provide oversight of the Departmental committee structure and budgeting processes
- ▶ Lead collaborative initiatives with community, industry and policy engagement of significant public value (for example, research translation/clinical programs/educational programs)
- ▶ Grow the reputation and capacity of the Department to influence policy and practice
- ▶ Participate actively on Department/Faculty/University committees
- ▶ Engage positively in learning and career development of self and others
- ▶ Effectively demonstrate and promote of University values including diversity and inclusion and high standards of ethics and integrity

## TEACHING AND LEARNING

- ▶ Provide leadership in improving the quality of education and training in General Practice and other medical disciplines
- ▶ Deliver innovative educational programs in both the postgraduate and continuing professional development space
- ▶ Lead the evaluation and renewal of curriculum design and delivery
- ▶ Provide expert advice to government and peak bodies (local, state, national, international)

## RESEARCH AND RESEARCH TRAINING

- ▶ Set the direction, and lead, original, innovative, and distinguished research programs that have demonstrable impact of benefit to society
- ▶ Develop collaborative, cross-disciplinary research initiatives with national and international partnerships within and beyond the University
- ▶ Secure research grants and external research income that build institutional capacity and create opportunities for early career academic development
- ▶ Publish research outcomes in high-impact, peer reviewed journals
- ▶ Attract and supervise/mentor research higher degree students, encouraging and facilitating student engagement in both discipline-specific and broader professional research networks

## STAFF SUPERVISION

- ▶ Undertake probationary and performance management processes, ensuring you have regular conversations with your staff and are providing positive and constructive feedback to enhance staff and team performance
- ▶ Provide coaching, guidance and support for career planning, ensuring staff have access to appropriate professional development activities
- ▶ Understand your responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements
- ▶ Allocate and monitor staff workloads and address associated issues in a timely manner
- ▶ Ensure new staff participate in the university's induction program and provide a localised work area orientation

## *Selection Criteria*

### ESSENTIAL

- ▶ A PhD or other doctoral level qualification in primary care or General Practice;
- ▶ Extensive clinical practice in General Practice with excellent standing as a medical practitioner;
- ▶ Registration with the Australian Health Practitioner Regulation Agency or qualifications which will enable registration and Fellowship of the Royal Australian College of General Practitioners or equivalent qualifications;

- ▶ A distinguished research career in General Practice including an excellent publication record in high impact peer reviewed journals and demonstrated sustained success in obtaining research grants and external research income (with emphasis on competitive, international and peer-reviewed);
- ▶ A track record of research led teaching and success in incorporating research outcomes into policy and practice.
- ▶ Extensive experience and excellence in teaching and learning, including capacity to attract and successfully supervise research higher degree students to completion;
- ▶ Ability to provide strategic focus and direction, fostering a culture of innovation and collaborative academic achievement;
- ▶ Commitment to the highest standards of scientific and ethical integrity;
- ▶ Exceptional interpersonal and communication skills, with proven success in working collaboratively with diverse stakeholders including academic peers, clinicians, industry, community, policy makers and government; and
- ▶ Demonstrated success in fostering excellence and leadership in developing scholarly, research and professional activities, both nationally and internationally.

## 2.2 DESIRABLE

- ▶ Management qualifications

## 3. *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.

## 4. 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.

## 5. Other Information

### 5.1 DEPARTMENT OF GENERAL PRACTICE

The Department of General Practice forms part of the General Practice and Primary Health Care Academic Centre which is committed to promoting excellence in general practice and primary health care through education, research, knowledge transfer and effective links with the General Practice community and wider health care system. The Academic Centre is part of the Melbourne Medical School, within the Faculty of Medicine, Dentistry and Health Sciences, University of Melbourne and is located at 200 Berkeley Street Carlton opposite the Triradiate Medicine Building.

The Department employs 53 academic staff and 9 administrative staff, and has an annual budget of approximately \$5.4M. The Department teaches final year medical students and liaises with 490 rural and metropolitan general practices throughout Victoria to place 290 medical students into general practice for five weeks training. The Department also makes a significant contribution to curriculum development to promote excellence in medical education. In addition, the Department offers established Masters and PhD programs.

The Department is home to the [Primary Care Research Unit \(PCRU\)](#), established in 2006 as a centre of excellence in primary care research, research training and knowledge exchange. Our core mission is to improve primary health care by generating new knowledge, developing and testing interventions and getting research into primary care policy and practice.

Three overarching themes drive our research programs: Quality and safety in primary care; Clinical research in primary care and Models of primary care delivery. PCRU has established strong research programs in primary care mental health, youth health, family violence and chronic disease.

For further information regarding the Department of General Practice please visit [www.gp.unimelb.edu.au](http://www.gp.unimelb.edu.au).

### 5.2 MELBOURNE MEDICAL SCHOOL

[www.medicine.unimelb.edu.au](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.

### 5.3 THE FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES

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

### 5.4 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. <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.

## 5.5 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>