



POSITION DESCRIPTION

Melbourne Dental School

Faculty of Medicine, Dentistry and Health Sciences

Scheduling and Clinical Placement Coordinator

POSITION NO	0044218
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
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	Michelle Martella Tel +61 3 9341 1502 michelle.martella@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 Scheduling and Clinical Placement Coordinator is responsible for the management and administration of the timetables and clinical relationships in the Melbourne Dental School and for the day to day coordination of the activities associated with the clinical programs. This includes coordination of the student and clinic specific timetables, room allocation and bookings and relevant resourcing. The position is responsible for the effective and efficient administration and management of teaching and learning to the subject coordinators and teaching staff in the School. The appointee will also ensure the integrity and accuracy of placement requirements and credentialing activities, in partnership with University Services.

This position informs and guides the academic community on relevant policies, regulations and procedures. The position will be part of the team that manages all School based administration and teaching and learning and academic support services for the School. This position works in coordination and alignment with Faculty Services, University Services and reports to the Special Projects & Academic Programs Manager, Melbourne Dental School.

1. Key Responsibilities

1.1 TEACHING AND LEARNING SUPPORT

- ▶ Provide high level support for academic staff members in relation to teaching matter and ensure all aspects of timetable set-up are completed in a timely and accurate manner.
- ▶ Be responsible for managing, preparing and circulating the multiple different timetables to internal and external stakeholders while meeting stringent deadlines.
- ▶ Manage the coordination of teaching programs involving clinical placements by liaising with the Royal Dental Hospital of Melbourne (RDHM), the Melbourne Dental Clinic (MDC) and other clinics throughout Victoria and Australia.
- ▶ Coordinate timetabling and scheduling of classes and clinical placement and other curriculum related activities and associated bookings.
- ▶ Liaise with Faculty and Learning and Teaching Unit to manage and monitor variations to credentialing requirements, Vocational placement agreements (VPLA's) and placement schedules for current and future clinical placements.
- ▶ Attend and provide support to committees, including preparation of agenda and minutes as appropriate, and be an active participant in discussion, debate and police decisions.
- ▶ Ability to respond to the complexities in teaching programs involving clinical placements.
- ▶ To maintain and develop administrative systems, processes and practices with a view to continually improving the provision of support to the teaching staff of the School, including development of improved processes in response to the needs of its staff and its students.
- ▶ Compliance with and contribute to quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

1.2 STAKEHOLDERS LIAISON

- ▶ Act as a key liaison point for academic staff responsible for the delivery of the Doctor of Dental Surgery and Bachelor of Oral Health Programs.
- ▶ Manage and maintain positive interactions with key external partners including the Royal Dental Hospital of Melbourne (RDHM), the Melbourne Dental Clinic (MDC) and other clinics throughout Victoria and Australia.
- ▶ Establish and maintain effective relationships with the Faculty Learning and Teaching Unit and University Services to ensure seamless coordination with respect to student placement arrangements.
- ▶ Any other duties commensurate with the position as directed by the Supervisor.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Undergraduate qualifications in a relevant discipline or an equivalent combination of relevant education/training and/or experience
- ▶ Demonstrated ability to effectively liaise and negotiate with diverse stakeholders, (both internal and external) to achieve positive organisational outcomes
- ▶ Demonstrated ability to work effectively independently, as well as having a team focused approach.
- ▶ Excellent written and oral communication skills.
- ▶ Demonstrated ability to plan and organise efficiently, as well as manage competing priorities in a complex operating environment.
- ▶ Demonstrated knowledge of relevant legislation, policies procedures and systems.
- ▶ Demonstrated ability to undertake and complete projects within stringent timeframes and achieve key performance outcomes.
- ▶ Strong analytic skills, including the ability to review and develop processes for increased efficiency and effectiveness within a broader student services context, with emphasis on increasing efficiency through online systems; and
- ▶ Advanced level computer skills, particularly in relation to Microsoft Office Suite, and the ability to use online systems to drive process improvements, including the use of data and reports to inform decision making and resource allocations.

2.2 DESIRABLE

- ▶ Proficient in the use of StudentOne or other key Student and Client management system.
- ▶ Experience interpreting and administering complex scheduling.

2.3 SPECIAL REQUIREMENTS

- ▶ Occasionally required to work out of hours assisting with functions, meetings, or student related events such as Open Day.
- ▶ Annual leave must be taken at a time which accommodates peak workflows.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position works within a collegial team environment, but will require motivation, independence and initiative in order to carry out tasks for the betterment of the department. There will be autonomy required for timetable tasks and an understanding that all activities contribute to the support of the team.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to resolve problems using judgement, common sense and a broad interpretation of existing policies and to adapt or implement new procedures in accordance with School and University policy.

The incumbent is expected to contribute to improving the School's performance by identifying problems, exploring options, developing and testing processes and systems and implementing solutions, while operating at all times within University policies. The occupant will be responsible for individual time management and be expected to use initiative in prioritising work, balancing a range of tasks simultaneously and prioritising these efficiently.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The ability to gain and apply a clear understanding of the organisation and role of the School is essential. The incumbent is expected to develop a detailed knowledge of the School and University's policies and procedures that affect its activities. A thorough knowledge of the structures and processes of the School, as well as across the University will be required to be developed.

3.4 BREADTH OF THE POSITION

The position supports the activities of the Melbourne Dental School and will interact with the broader Faculty of Medicine, Dentistry and Health Sciences, as well as University, external bodies, and students, as required.

The occupant will need to interact effectively and appropriately with a variety of staff at all levels, both internal and external to the University, on many different issues.

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 MELBOURNE DENTAL SCHOOL

<http://dental.unimelb.edu.au/>

The Melbourne Dental School is a one of six schools within the Faculty of Medicine, Dentistry & Health Sciences, which is organised into five sections for teaching and research purposes. The School offers both undergraduate and graduate programs including the Doctor of Dental Surgery, the School's main graduate degree, offering entry to practice in the field of Dentistry, taking in approximately 90 students each year. The Bachelor of Oral Health is a three-year undergraduate entry to practice course with an intake of approximately 30 students per year. The Melbourne Dental School also offers further graduate programs for current registered dentists, such as the Graduate Diploma in Clinical Dentistry (Implants), as well as the Specialist degree, the Doctor of Clinical Dentistry by coursework and minor thesis (offering clinical specialty training in all dental specialties). Melbourne Dental School facilitates world class research, in conjunction with the Oral Health CRC, allowing for research students to undertake studies under the supervision of highly respected academic and research staff. The School facilitates Continuing Professional Development programs for current oral health practitioners to meet ADA and national requirements, as well as running the Melbourne Dental Clinic.

The School has a combination of academic, and technical and administrative personnel. In addition, both casual and honorary staff contribute to the teaching programs of the School.

The teaching programs of the School involve extensive clinical experience, most of which is provided in the 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 and all other comprehensive matters.

6.2 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.

6.3 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>.

6.4 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.

6.5 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>