



## POSITION DESCRIPTION

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

### Lecturer – Child & Adolescent Health

<b>POSITION NO</b>	0044152
<b>CLASSIFICATION</b>	Level B
<b>WORKFOCUS CATEGORY</b>	Teaching Specialist
<b>SALARY</b>	\$98,775 - \$117,290 p.a. (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Part-time (0.4FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term position available for 3 years from January 15 <sup>th</sup> 2018 Fixed term contract type: Recent Professional Practice
<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>	Professor Cheryl Jones Tel +61 3 9345 5161 Email: <a href="mailto:Cheryl.jones@unimelb.edu.au">Cheryl.jones@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 websites:

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

## ***Position Summary***

The University of Melbourne is committed to excellence in tertiary education. As Australia's leading biomedical Faculty and with a 150-year legacy, the Melbourne Medical School places a high priority on excellence in the areas of teaching, clinical teaching and mentoring, educational innovation, support for teaching service to students and we deeply value the contribution of the clinicians who help our students to become some of the best practitioners in the world.

Located within the Department of Paediatrics at the Royal Children's Hospital, the Lecturer in Child & Adolescent Health will be a paediatrician with postgraduate medical education qualifications and experience and a commitment to scholarship in teaching and learning. Research experience and a commitment to research training in a relevant discipline is also desirable. Their primary role will be to support innovation and high quality across all domains of learning and teaching as Deputy Coordinator of the Child and Adolescent health rotation of University of Medicine Doctor of Medicine (MD). There is also an expectation that the incumbent develop and be involved in innovation and research in medical education related to the program. While the position is a teaching specialist position, it is suited to a clinician researcher with medical education qualifications, interest and experience as the first step in their academic career.

The MD is a 4-year post-graduate degree that builds on prerequisite knowledge of anatomy, physiology and biochemistry acquired through undergraduate study. It delivers advanced clinical and academic training to ensure students are prepared for the challenges of a high quality medical internship. Within the Doctor of Medicine, the Child and Adolescent (CAH) component is taught within the year-long subject Clinical Practice 3, in the third year of the program. Teaching sites include the Royal Children's Hospital, Sunshine Hospital, Northern Hospital, Austin Hospital, Ballarat Hospital and hospitals affiliated with the Rural Clinical School (based in Shepparton).

The successful candidate will work under the leadership of the Head of Department of Paediatrics, and the Lead Coordinator of the Child & Adolescent Health Program to ensure quality of teaching, effective evaluation and responses to evaluation, innovation and review of curriculum. Together with the Lead Coordinator, they will also work with the Dept. of Medical Education of Melbourne Medical School to ensure the CAH rotation conforms to University governance requirements and policies. The Lecturer will also contribute to academic leadership and administration in the Department including postgraduate teaching programs and other duties as required by the Head of Department.

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

The position description should be read alongside [Academic Career Benchmarks and Indicators](#) and the [Academic Performance Framework](#)

The Lecturer in Child and Adolescent Health will primarily function as Deputy Coordinator of the CAH rotation. Working closely with the medical education team, including the Lead Coordinator of the CAH rotation and the Senior Lecturer in Medical Education Research and other academic teaching staff and administrator(s), the Lecturer in Child and Adolescent Health will lead other teaching staff and honorary academic teaching staff to deliver a high quality education program.

The Lecturer will be required to work closely with the Melbourne Medical School's Department of Medical Education and with the RCH Campus positions of Director RCH Campus Education and the Head of Medical Education.

## 1.1 TEACHING AND LEARNING

- ▶ In collaboration with the Lead CAH Coordinator, undertake overall academic governance and day to day running of the Child and Adolescent Health program at RCH and other sites.
- ▶ Work independently to co-ordinate, teach and supervise students in the Child and Adolescent Health program
- ▶ Supervision of scholarly selective students in clinically based projects
- ▶ Ensure and support appropriate staffing of all teaching and learning activities of the program
- ▶ Working with the Medical Education Unit, take a leadership role in ongoing curriculum development and assessment of the Child and Adolescent Health program
- ▶ Ensure that quality assurance measures of the Child and Adolescent Health program are maintained
- ▶ Support an educational research agenda in the Department of Paediatrics (RCH Academic Centre) and its RCH Campus Partners

## 1.2 RESEARCH & RESEARCH TRAINING

- ▶ Contribute to educational research projects, and presentations within the Department of Paediatrics

## 1.3 LEADERSHIP AND SERVICE

- ▶ Represent the Department in a range of internal and external forums regarding education in child and adolescent health
- ▶ Involvement in professional activity, including participation in meetings of professional societies.
- ▶ Participation in professional development events, for example practitioners' seminars or tutorials
- ▶ Promote the activities of the University and in particular the medical course both to the profession and the wider community.
- ▶ Support students from a range of institutions whom are present on the RCH Campus for a variety of education purposes, as agreed with the Head of Department.
- ▶ Be an active member of the Department's and/or the RCH Campus Partner's educational committee(s) and as required, represent the Department on School, Faculty and University level committees
- ▶ Where appropriate, active involvement in clinical activity of associated health service institutions is considered an important component of clinical leadership and educational activity.
- ▶ Positive engagement in learning and career development of self and others
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

## 1.4 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 workload 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.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ Medical registration in Australia (or eligible for medical registration in Australia).
- ▶ Advanced trainee of postgraduate training in paediatrics (FRACP or equivalent).
- ▶ Post-graduate degree in Medical Education
- ▶ Experience in clinical paediatrics (general or specialist) practice
- ▶ An appreciation of contemporary approaches to teaching and learning and educational evaluation in a tertiary education environment
- ▶ Evidence of excellence, innovation and broad experience in teaching practice as shown by:
  - teaching in a range of different settings (lecture, tutorials, clinical settings),
  - proven ability in teaching and assessment of undergraduate and/or postgraduate students
  - consistent, high quality teaching evaluations and other evidence of positive student feedback and peer review, and
  - evidence of development and implementation of innovative approaches to learning and teaching in clinical paediatrics.
- ▶ Demonstrated excellent management and organisational skills
- ▶ Demonstrated excellence in oral and written communication skills, including presentations and publications

### **2.2 DESIRABLE**

- ▶ A completed higher degree in Medical Education
- ▶ Experience in clinical paediatrics (general or specialist) practice
- ▶ An appreciation of contemporary approaches to teaching and learning and educational evaluation in a tertiary education environment
- ▶ Evidence of excellence, innovation and broad experience in teaching practice as shown by:
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### ***3. Special Requirements***

- ▶ As this position is located at The Royal Children's Hospital, the incumbent will be required to hold and maintain a current Working with Children Assessment Notice valid for paid-work <http://justice.vic.gov.au/workingwithchildren> and current police check
- ▶ Work outside usual hours may be required during certain periods (e.g. orientation, examination, student events etc).

### ***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/topics/responsibilities/>

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 PAEDIATRICS**

<http://medicine.unimelb.edu.au/school-structure/paediatrics>

The Department of Paediatrics is the flagship representative of the University partnership with the Royal Children's Hospital, and is co-located with the hospital in Flemington Road, Parkville.

The Department of Paediatrics is a large department within the School of Medicine. The Department has responsibility for the Child & Adolescent Health component of the Doctor of Medicine course of the School. There are approximately 80 academic and professional staff, 270 honorary academic staff, and more than 150 students who are enrolled to pursue research degrees from Honours, Masters and PhD. A further 60 students undertake research in the Research Project component of the MD course. The departmental operational budget is around \$6Mpa, with a further \$6M of research income generated. Members of the Department publish more than 550 peer reviewed publications each year.

The Department delivers a range of teaching across the clinical, biological and health sciences, and within the MD program and is responsible for the teaching of child and adolescent health, paediatric surgery, and other specialties in relationship to children, adolescents and their families, including mental health. Other programs include post-graduate courses in Adolescent Health & Welfare and Genetic Counselling as well as Research Higher Degrees

The Department of Paediatrics plays a pivotal role in the life of the Royal Children's Hospital with its members being actively involved in policy development and senior management. Members of the Department make major contributions to the development of child and youth health policy and also to broader aspects of health policy at a national and state level.

Working with its partners, The Royal Children's Hospital and the Murdoch Childrens Research Institute, the University's Department of Paediatrics' vision for the Royal Children's Hospital campus is to be an integrated research, teaching and clinical institute (and environment) with the overall aim of benefiting child and adolescent health.

### 5.1.2 THE ROYAL CHILDREN'S HOSPITAL

The Royal Children's Hospital is a state-wide teaching, training and research paediatric hospital. The hospital provides tertiary, secondary and primary child and adolescent health services, including mental health services.

The Royal Children's Hospital has a major leadership role in child and adolescent health in Victoria with state-wide specialist roles. It is a tertiary and quaternary paediatric referral centre providing specialist services and multidisciplinary clinics for sick infants, children and adolescents from Victoria, Tasmania, South Australia and southern New South Wales. The Royal Children's Hospital also provides specialised paediatric care for patients from overseas, particularly from south-east Asia, Nauru and Fiji.

The Royal Children's Hospital plays a major role in child public health, health promotion and advocacy for children and young people's health. It provides the full spectrum of medical and surgical paediatric services, as well as a number of specialist tertiary paediatric services and health promotion and prevention programs for infants, children and adolescents. These services are provided on both an inpatient and ambulatory basis.

Teaching, training and research are fundamental elements of the Royal Children's Hospital. The Royal Children's Hospital is part of a child health precinct, and in partnership with the Murdoch Children's Research Institute, the University of Melbourne, LaTrobe University, Deakin University, Monash University and RMIT University, ensures clinical services are integrally linked with teaching, training and research.

These relationships are crucial in providing opportunities for significant participation in the public health agenda for children and young people, for 'translational research' to drive laboratory and clinical findings into health promotion and prevention programs and for driving new paradigms and models of care.

### 5.1.2 RCH CAMPUS PARTNERSHIP

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## 5.2 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 eight clinical departments (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 FACULTY OF MEDICINE, DENTISTRY AND 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 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>.

#### 5.5 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*.

## 5.6 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>