



POSITION DESCRIPTION

Melbourne Medical School

Faculty of Medicine, Dentistry and Health Sciences

Selection and Recruitment Coordinator

POSITION NO	0041176
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	Katrina D'Souza Tel +61 3 8344 7754 Email ktrigg@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 Melbourne Medical School in the Faculty of Medicine Dentistry and Health Sciences manages admission activities and selection for a number of graduate coursework programs. The Selection and Recruitment Coordinator is a member of the Medical School professional staff group, who are responsible for providing high level service to prospective and current Medical School students and current academic and professional staff on a range of matters.

This position is primarily responsible, in conjunction with the Academic Programs Manager, for selection into the School's flagship program, the Doctor of Medicine (MD). They will work closely with University Services and the Faculty admissions team, to support the provision of advice to prospective students and the MD Selection Committee.

The Selection and Recruitment Coordinator is required to maintain effective working relationships with a wide range of stakeholders, including academics and professional staff from across the University and external stakeholders such as Graduate Entry Medical Schools Admissions System (GEMSAS) consortium, the Department of Health and other Australian medical schools. They will be required to work autonomously within a strict policy driven environment, with an appreciation of the high-stakes nature of the selection process for MD applicants.

1. Key Responsibilities

- ▶ Coordinate the selection processes for the Doctor of Medicine (MD) program for the Melbourne Medical School including but not limited to:
 - Developing and maintaining systems and processes to collect selection data
 - Assisting in the selection interview process and managing the submission of interview outcomes into selection rankings.
 - Providing secretarial support for selection committees
 - Providing representation at School and Faculty meetings or other forums related to selection and student load management
 - Coordination of the interview and course offer/acceptance processes for domestic and international applications for the MD
 - Management of student selection appeals in accordance with School guidelines.
 - Monitoring enrolments and course intake levels
- ▶ Coordination of and representation at a range of recruitment and information events.
- ▶ Analyse statistical data related to admission activities and prepare selection reports, correspondence and statistical analysis as required by the School
- ▶ Provide accurate and timely advice to applicants and staff by developing application and course advice for promotional activities and materials
- ▶ Develop and maintain effective monitoring systems to evaluate selection processes
- ▶ Develop continual improvement processes to ensure selection policies and associated procedures are reviewed to maintain rigor and transparency
- ▶ Develop and maintain strong working relationships with key stakeholders across the Faculty, University and national Medical School network

- ▶ Contribute to the administrative work of the School as required by the Academic Programs Manager or School Manager.
- ▶ The Selection and Recruitment Coordinator will be required to represent the School at some out-of-hours activities, such as Open Day and Graduate Study Expos.
- ▶ Annual leave will need to be taken outside of peak work periods.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree and subsequent relevant work experience, or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience and commitment to providing a high level of customer service with an ability to exercise judgement and to ensure that confidentiality is maintained at all times.
- ▶ Excellent communication and interpersonal skills including the ability to present information clearly and to interact effectively with stakeholders at all levels both internal and external to the University.
- ▶ High level analytical, conceptual and problem solving skills.
- ▶ Demonstrated ability to develop, implement and maintain policies, procedures and initiatives and to interpret and provide advice on established policies and procedures.
- ▶ Demonstrated experience in the development and documentation of business processes.
- ▶ Strong skills in attention to detail, accuracy and delivery of a very high standard of work.
- ▶ Committee secretariat experience including preparing and distributing agendas, papers, minutes and action items.
- ▶ High level computer skills, particularly in relation in the use of spreadsheets and word processing.
- ▶ Experience in University coursework selection activities.

2.2 DESIRABLE

- ▶ Experience in the use of University systems such as the student systems, StudentOne and CiA.
- ▶ Experience in medical course selection or recruitment activities.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Selection and Recruitment Coordinator will operate with considerable autonomy under the broad direction of the Academic Programs Manager and School Manager. The incumbent will be responsible for the scheduling and prioritisation of tasks to ensure that the School's selection targets are met and that policies and guidelines are adhered to. The Selection and Recruitment Coordinator will be expected to be proactive and demonstrate initiative in working with academic and professional staff across the university and with external stakeholders.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Selection and Recruitment Coordinator will work within the broad framework of University and School policies and will be expected to resolve problems relating to the day-to-day running of the activities for which he or she is responsible. In particular, the incumbent will be expected to identify and analyse possible solutions to problems which may require modification of existing systems and practices. In particular, the Selection and Recruitment Coordinator will be required to apply sound judgment to the GEMSAS simulation process, keeping within the bounds of School load restrictions, selection policy and government applied quotas.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Selection and Recruitment Coordinator will have a well-developed understanding of Higher Education admissions processes. The development and utilisation of resources to deliver targets and strategies is expected of this role. Knowledge of the Faculty of Medicine, Dentistry and Health Sciences and Melbourne Medical School programs and University academic and administrative policies and procedures will be required. The capacity to work effectively with a range of people at different levels within the University, and external to the University is necessary.

3.4 RESOURCE MANAGEMENT

The Selection and Recruitment Coordinator will need to develop an understanding of student load planning and the associated budgetary implications.

3.5 BREADTH OF THE POSITION

The Selection and Recruitment Coordinator will be required to work closely with a diverse range of stakeholders – academic, professional staff, prospective applicants, staff at other Universities and associated organisations such as VTAC and ACER.

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 MEDICAL SCHOOL

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.

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in

the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

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>