

## Position description

### Associate Professor and Director, Assessment and Evaluation (MBBS) and Deputy Director MCSHE

Department/Unit	Faculty of Medicine, Nursing and Health Sciences Education Portfolio
Faculty/Division	Faculty of Medicine, Nursing and Health Sciences
Classification	Level D
Work location	Clayton campus
Date document created or updated	October 2016

#### Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography & medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment. To learn more about the Faculty, please visit [www.med.monash.edu.au/](http://www.med.monash.edu.au/).

The **Monash Centre for Scholarship in Health Education (MCSHE)** will be launched in January 2017 to replace the disestablished HealthPEER (Health Professions Education and Education Research). MCSHE is being set up to improve the quality of health education at the faculty and beyond through scholarship. Drawing on Boyer's conceptions of scholarship, MCSHE will facilitate the quality improvement of health education through: (1) *scholarship of discovery* (e.g. excellent educational research); (2) *scholarship of integration* (e.g. high quality interdisciplinary collaboration); (3) *scholarship of application* (e.g. translation of research findings back into educational practice/policy); and (4) *scholarship of teaching* (e.g. good quality, research-informed teaching and teaching that better informs education research).

MCSHE aims to become an internationally recognised world-class Centre of excellence in the scholarship of health education to improve health education locally, nationally and internationally. We are working towards MCSHE being the leading Centre for Scholarship in Health Education in the Asia-Pacific region, plus one of the top five Centres worldwide by 2022.

## Position purpose

The Director, Assessment & Evaluation Medicine and Deputy Director of MCSHE (Monash Centre for Scholarship in Health Education) will make a leading contribution to research and education through undergraduate and postgraduate teaching, supervision and attracting high quality postgraduate students and external research grants.

In addition to this, the incumbent will be responsible for ensuring the highest quality of assessment in the Monash Medicine program through the gathering and generation of data to support decision-making, ensuring the standardisation of assessment, reporting on assessment outcomes and conducting research regarding assessment. The role will be responsible for developing and implementing systematic evaluation strategies for Medicine which can be generalised to other Health Science courses in the Faculty.

A Level D Associate Professor academic is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in their disciplinary area.

**Reporting line:** The position reports to the Deputy Dean (MBBS), Faculty of Medicine, Nursing and Health Sciences and the Director of MCSHE

**Supervisory responsibilities:** The role supervises a Senior Lecturer, Lecturer and professional staff for the Medicine programme

**Financial delegation and/or budget responsibilities:** The role has budget oversight for Medicine Assessment

## Key responsibilities

### 1. Medicine Assessment

- Provide leadership of Medicine assessment to ensure integrity and drive excellence in assessment practices
- Facilitate compliance with faculty strategic and policy frameworks relating to the medicine program, particularly as it relates to course assessment
- Oversee the collation and generation of assessment data by the assessment unit
- In collaboration with assessment working groups and individual academics, ensure the highest quality assessment for the medicine program
- Oversee the medicine program's assessment database
- Ensure external validation of assessment requirements are met
- Oversee Monash University collaborations in national assessment benchmarking processes
- Lead assessment research in conjunction with MCSHE role
- Lead evidence-based innovation in assessment

### 2. Monash Centre for Scholarship in Health Sciences Education (MCSHE)

- Provide leadership as Deputy Director of MCSHE
- Lead short course strategy in partnership with Monash Institute for Health & Clinical Education (MIHCE)
- Contribute to short course delivery in partnership with MIHCE, particularly around assessment and evaluation
- Supervise PhD students in health education research
- Develop systematic evaluation strategies for Health Science courses
- Lead implementation of evaluation strategies
- Liaise with Faculty Learning and Teaching and Monash University-Office of Learning and Teaching to align evaluation strategies
- Lead scholarship in health education in assessment and evaluation portfolios

### 3. Education

- Teach undergraduate and postgraduate students in chosen discipline
- Develop innovative course materials, teaching methods (such as technology assisted learning) and assessment
- Prepare and deliver undergraduate and honours lectures

### 4. Research

- Conduct research relating to assessment and evaluation at Monash University
- Maintain and develop a research profile, including a strong publications record and an internationally recognised record of research in a relevant discipline
- Obtain competitive research funding from national and international sources
- Maintain and further develop a successful record of Honours and Research Higher Degree supervision

## Key selection criteria

A Level D academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement. In addition, a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area. In addition there is a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.

### Essential criteria

1. A PhD in an area relating to health and/or education or equivalent accreditation and standing
2. Demonstrated excellence in education, research and leadership, nationally and internationally, as evidenced by a strong teaching and research record, including quality refereed publications and achievement of research grants
3. Demonstrated leadership and excellence in teaching and learning innovation and strategy
4. Ability to develop and lead independent research programmes and to participate in collaborative research with researchers within and outside the University
5. Ability to independently develop course material, co-ordinate tutors, conduct lectures, tutorials, assessment and exam marking in relevant units
6. Experience in leading, managing and co-ordinating a broad range of academic functions in line with strategic objectives
7. High level interpersonal skills with the proven ability to drive successful relationships and outcomes through collaboration and partnerships, and the demonstrated ability to work effectively, collaboratively, supportively and appropriately with key stakeholders
8. High level conceptual, analytical and problem solving skills with the ability to apply initiative, work innovatively and strategically
9. Ability to promote the discipline both within the university and to the greater community

## Other job-related information

- Additional hours of work, including evenings, weekends and public holidays may be required

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.