

Position description

Senior Lecturer or Associate Professor

Department/Unit	Department of General Practice, School of Primary Health Care
Faculty/Division	Faculty of Medicine, Nursing and Health Sciences
Classification	Level C / Level D
Work location	Notting Hill
Date document created or updated	September 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

The **Faculty of Medicine, Nursing and 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 also home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas: reproductive medicine, obesity research, drug design, cardiovascular physiology, functional genomics, infectious diseases, cancer biology, inflammation, neurosciences and structural biology.

Courses offered by the Faculty include medicine, nursing, radiography, biomedical science, medical imaging, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. A range of research and coursework postgraduate programs is also offered. The Faculty takes 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. Further details may be found at <http://www.med.monash.edu.au/about.html>

The School of Primary Health Care is a leader in primary care research, teaching and service. The School provides high quality primary care programs at undergraduate and graduate entry levels, specialized professional graduate coursework programs and higher degrees by research in the primary care disciplines. The School currently incorporates the Departments of General Practice, Community Emergency Health and Paramedic Practice, Health Science, Occupational Therapy, Physiotherapy, Primary Care Research and Social Work, together with the Centre for Developmental Disability Health Victoria (CDDHV) the Problem Gambling Research and Treatment Centre (PGRTC), the Clinical Education and Professional Development Unit and the Southern Academic Primary Care Research Unit (SAPCRU)

The School's Departments and Centres are situated across the Caulfield and Peninsula campuses and in Dandenong, with the Head of School, based primarily at Notting Hill, where the Departments of General Practice, Primary Care Research and the CDDHV are co-located.

The **Department of General Practice** is located at the Notting Hill Campus and forms part of the School of Primary Health Care. It consists of over 30 staff and is involved in teaching in four out of five years of the undergraduate medical curriculum, graduate education of domestic and international students and general practice research.

Our mission is to provide leadership in the development, implementation and dissemination of general practice and primary health care research which informs policy and practice, and is linked to improved health outcomes for the Australian community. Our aim is to build research capacity by engaging general practitioners and allied health professionals working in the primary health care sector in research as either users of research, participants in research or as research leaders.

Advantageously positioned in the School of Primary Health Care at Monash University, we conduct multidisciplinary research together with our collaborators and strategic partners from other departments and faculties at Monash university, other universities and independent research institutes, Divisions of General Practice, consumers and consumer groups, non-government organisations, industry, and government.

Our research encompasses both health services research and research into clinical issues and all our projects are underpinned by their relevance to general practice and primary health care. Further details may be found at: <http://www.med.monash.edu.au/general-practice>

Position purpose

The Senior Lecturer/Associate Professor will make a significant contribution to all activities of the Department of General Practice and carry out activities to develop and maintain scholarly research and professional activities relevant to general practice.

The Senior Lecturer/Associate Professor will play a key role in the strategic development of the Department of General Practice with a primary focus on graduate students and international programs. Teaching will primarily be to postgraduate students and include supervision of their research projects. In addition, contribution to all aspects of the Department's work is expected, including undergraduate teaching and research.

Reporting line: The position reports to the Head of Department

Supervisory responsibilities: The role has supervisory responsibilities for academic and professional staff involved in general practice postgraduate education

Financial delegation and/or budget responsibilities including value of assets managed: The role has budgetary responsibility for activities related to general practice education

Key responsibilities

Specific duties required of a Level C academic may include:

1. The development of postgraduate programs
2. Responsibility for graduate students, fellows and international programs
3. The conduct of tutorials, practical classes, demonstrations, workshops and clinical sessions
4. The preparation and delivery of lectures, seminars and marking and assessment
5. Actively participate in standard setting and assessment within the postgraduate programs
6. Liaison with stakeholders involved in the development and delivery of the general practice postgraduate curriculum to achieve the best educational outcomes for students
7. Being a positive mentor accessible to undergraduate and post-graduate students and staff within the Department of General Practice
8. Innovation using online and digital educational technologies
9. Coordination and development of online and face to face postgraduate units including the Masters of Advanced Healthcare Practice and other international programs
10. Supervision of the program of study of honours students and of postgraduate students engaged in course work
11. Supervision of major honours or postgraduate research projects

12. The conduct of research and having a significant role in research projects including, where appropriate, leadership of a research team
13. Broad administrative functions
14. Attendance at departmental, school and/or faculty meetings and a major role in planning or committee work

Specific duties required of a Level D academic are described as above but with the expectation of greater capability in these areas. These include:

1. Development of and responsibility for curriculum/programs of study
2. Course coordination
3. Being a positive mentor accessible to undergraduate and post-graduate students and staff within the Department of General Practice
4. The conduct of research, including, where appropriate, leadership of a large research team
5. Significant contribution to the profession and/or discipline of general practice
6. Active engagement in high level administrative functions of the Department of General Practice as a member of the senior management team

Key selection criteria

Level C:

1. Recognised university MD or PhD degree in general practice with significant experience in general practice
2. Registered medical practitioner involved in active clinical general practice
3. Demonstrated excellence in teaching into the discipline (i.e. through evaluations, innovation in presentation and through curriculum development);
4. Proven experience mentoring and supervising postgraduate and HDR students and proven ability to lead, manage, mentor and develop staff;
5. Demonstrated academic excellence which may be evidenced by: an outstanding contribution to teaching and/or research and/or the profession;
6. Proven ability, commitment and passion for engaging in research activities, taking a leadership role where appropriate; and
7. Strong research record nationally as evidenced by the securing of external funding and an excellent publication record.
8. High-level interpersonal skills and proven ability to establish a good working relationship with colleagues and students and to develop and maintain strong professional links with relevant industry and the community.

Level D:

1. Recognised university MD or PhD degree in general practice with significant experience in general practice
2. Evidence of outstanding scholarly activity of an international standard in general practice and a demonstrated ongoing commitment to one or more programs of research
3. Demonstrated ability to generate research income, including from both traditional and more innovative sources of research funding
4. Record of successful supervision of postgraduate research students and the ability to make a significant contribution to postgraduate training programs
5. Proven excellence in teaching (at both undergraduate and postgraduate levels).
6. Highly developed skills of leadership, networking and management

Other job related information

- Travel (e.g. to the collaborating labs overseas)
- Peak periods of work during which the taking of leave may be restricted

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.