

## Clinical Director

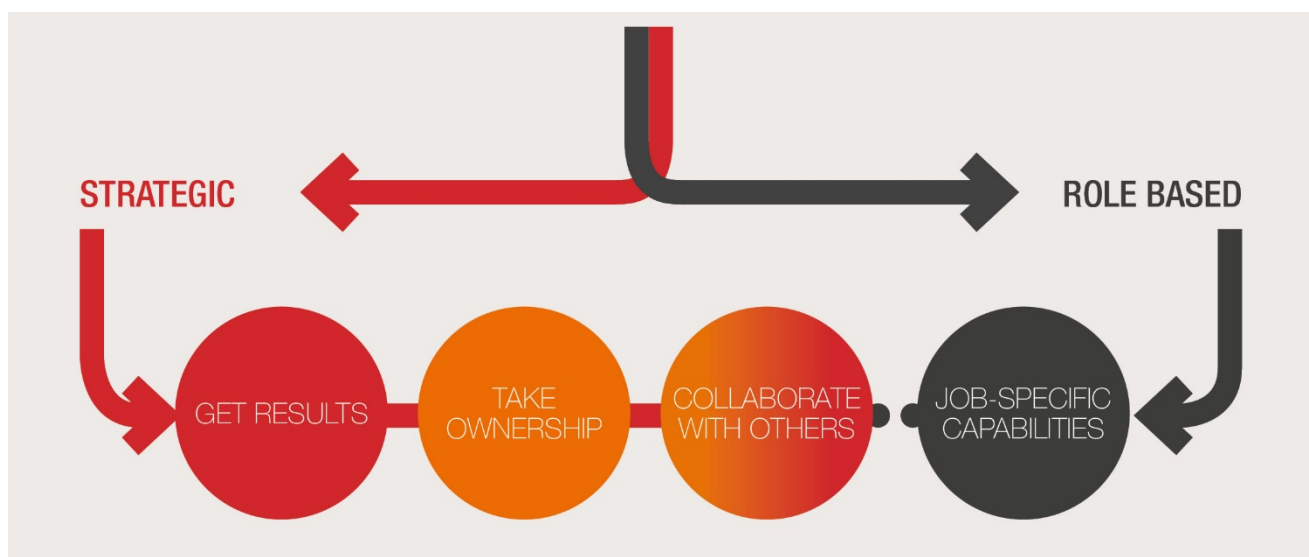
CSU, Dental Clinics  
Faculty of Science

Classification	Senior Manager Level 5
Delegation Band	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
Nature of Employment	Fixed Term
Date Last Reviewed	September 2019

### Our University Values



### Our Capability Framework



## Faculty of Science

The [Faculty of Science](#) has more than 9000 students and over 500 staff dedicated to advancing scientific knowledge. It delivers flexible and innovative teaching programs designed to produce job-ready graduates for a diverse range of professions. As a leader in strategic and applied research, the Faculty aims to enhance and extend scientific knowledge, train and educate future researchers as well as provide scientific solutions to current regional, national and global challenges. The staff and students of the Faculty achieve their educational and research goals through ethical practice, professional collaboration, industry involvement and a commitment to continual improvement.

## The School of Dentistry and Health Sciences – CSU Dental and Oral Health Clinics

The [School of Dentistry and Health Sciences](#) is a multi-campus, academic unit. The School offers a suite of undergraduate and postgraduate courses both onshore and offshore in a range of health disciplines including Dentistry, Oral Health Therapy, Medical Radiation Science (medical imaging, nuclear medicine, radiation therapy, medical ultrasound and mammography) and Physics. The School is committed to enhancing its reputation as a high performing multidisciplinary school and seeks academics focused on providing quality education and being actively involved in a variety of development of health professional education and health-based research programs that complement these courses.

Staff are focused on innovative and high-quality education, using vibrant new learning spaces to encourage collaboration and support new methods of teaching and learning.

Through patient care, research and community service, our students and staff will also play a major role in helping to improve the oral and systemic health of people in regional/remote New South Wales, and across the nation and the world.

The CSU clinics are dedicated to the facilitation of Dentistry Services in the University's multi-campus clinics. The focus of the Clinic's is to operate in a sustainable and business-like manner within the context of a University environment and to seek opportunities that will support the operation of the School of Dentistry and Health Sciences while providing a standard of health care in the regions in which the University operates that complies with a national standard.

The Clinics will maximise the opportunity for students to undertake clinical experience necessary to meet their educational and professional requirements and will foster strong industry and community support. CSU offers both private and student clinics to the general public. The Clinics are run by the [Faculty of Science](#) under the guidance of the [School of Dentistry and Health Sciences](#).

## Position Overview

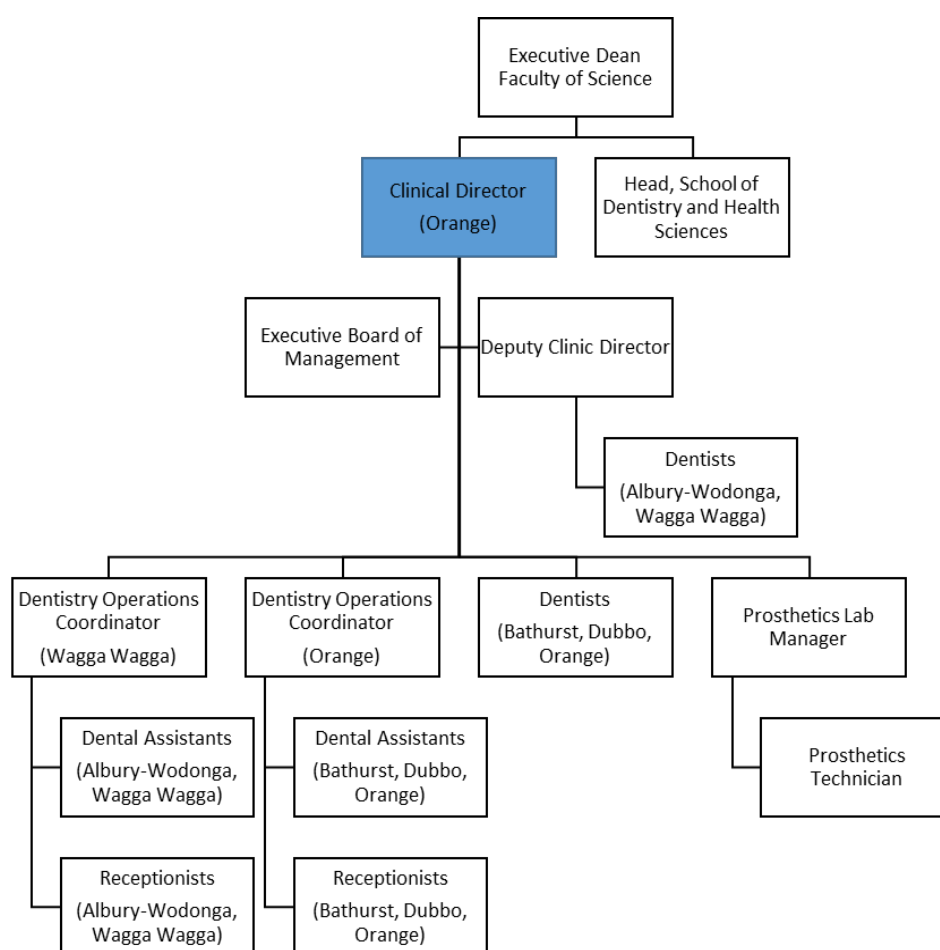
The Clinical Director is a senior position accountable to the Executive Dean, responsible for managing the University's dental clinics. The Clinical Director will be responsible for ensuring the clinics provide a high standard of service, provide appropriate clinical training opportunities for students, meet all legislative requirements and operate in a financially responsible manner.

The Clinical Director will develop strategic and business plans for the clinics and be the key point of liaison for the School of Dental and Health Sciences, Faculty of Science leadership and other divisions of the University.

Teamwork, a growth mindset and strategic engagement capabilities are required for the role, as such, the Director will make a significant contribution to the values-led culture of the dental clinics.

To maintain professional skills and registration the Clinical Director will be required to provide dental treatment and student tutoring.

## Organisational structure



## Reporting Relationships

This position reports to:	Executive Dean
This position supervises:	Deputy Clinical Director
	Dentistry Operation Coordinator
	Dental Clinicians
	Dental Assistants
	Reception Staff

## Key Working Relationships

- Executive Dean, Faculty of Science
- Executive Officer, Faculty of Science
- Head of School, School of Dentistry and Health Sciences
- Academic Staff
- Industry stakeholders (including suppliers)

## **Principal Responsibilities**

1. Set the strategic and business direction of the clinics, preparing and enacting strategic, workforce and business plans as required. Including leading and managing change.
2. Lead and manage clinic staff fostering a positive workplace culture that promotes productivity, wellbeing, continuous improvement and the University's core values
3. Lead the operations of the clinics in a commercial and efficient manner.
4. Work in collaboration with the School of Dentistry and Health Sciences to provide appropriate and sufficient clinical training opportunities for students (within CSU clinics).
5. Development and implement governance processes to ensure the maintenance of a high standard of patient care.
6. Promote and raise the profile of the CSU Dental Clinics and seek commercial and collaborative opportunities within local communities and maintaining a positive relationship with regional practitioners. The Clinical Director will be expected to maintain a pool of appropriately qualified clinical tutors.
7. Identify and manage risk within the clinics this includes ensuring clinical operations are compliant with all relevant legislation, including infection control standards, radiation safety standards and other relevant WHS standards.
8. Provision of relevant reporting to Dental Clinics Executive Board, Executive Dean, Radiation Safety Committee and other stakeholders as required.
9. Other duties appropriate to the classification

## **CSU Generic Accountabilities**

A Director is accountable for:

- a. Managing change by anticipating and responding to developments within the external and internal environment that may impact on a Section;
- b. Leading and guiding consultative planning and the management of performance to set and implement a Section's objectives and strategies that contribute to the achievement of a Section's objectives;
- c. Managing the finances of a Section within the terms of the approved budget, and actively pursuing ways to increase University income and contain expenses at the Section's level;
- d. Ensuring the implementation of a responsive client focus at the Section's level;
- e. Leading the management and regulation of the quality and delivery of services to a Section's clients and stakeholders;
- f. Managing the staff and other resources of a Section effectively;
- g. Providing leadership and support for the development of staff within a Section;
- h. Participating in the Performance Management Scheme;
- i. Ensuring equity and occupational health and safety within a Section;
- j. Contributing to the overall direction, leadership and management of the Division, as part of the management team; and
- k. Leading in accordance with the University leadership expectations and capabilities of the CSU Leadership and Management Development Framework.

## Capabilities

1. Service Focussed – Strive to meet the need and exceed the expectations of our students, communities and colleagues.
2. Business Savvy – Able to add commercial value to the role, processes and ways of working
3. Innovative – Creative and open to new ideas
4. Able to Live the CSU Values - through behaviour and interaction with others
5. Able to Take Action – assess situations and risks and make prompt decisions
6. Adaptable to Change – willing to explore change and lead change
7. Ability to Network – bringing people together to build beneficial relationships
8. Ability to Listen – understanding others and using self-insight to build team spirit
9. Ability to Influence – create compelling arguments to persuade others and promote ideas that add strategic value.

## Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond their base campus such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

## Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. Registration as a Dentist, with the Australian Health Practitioner Regulation Agency (AHPRA).
- B. Demonstrated sound clinical and diagnostic skills in general dentistry.
- C. Demonstrated strategic leadership capability and experience in change management, innovation and problem-solving. Including an ability to plan at both a strategic and operational level and an ability to efficiently manage resources.
- D. Capacity to foster a positive workplace culture and demonstrated skills in managing people and teams, and building capability to achieve organisational objectives
- E. Strong interpersonal and representation skills.
- F. Demonstrated ability to develop and maintain strong relationships with professional communities, regional communities and other educational institutions to understand current and emerging issues and to promote and maximise opportunities for the clinic.

### Desirable

- G. Knowledge of the tertiary education sector and the delivery of clinical education within a tertiary education environment.

Further Information relating to Executive and Senior Managers at CSU can be found at [Accountability Statement for Executive and Senior Managers](#) is a document which sets out the accountabilities of executive and senior managers in relation to the achievement of the University's mission.

## **Attachment (i)**

### **Information for Prospective Staff**

#### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

#### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU

is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

#### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at <https://www.csu.edu.au/about/policy>.

The following links are listed from the [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)