



## POSITION DESCRIPTION

### Department of Medical Education

Melbourne Medical School

Faculty of Medicine, Dentistry and Health Sciences

AN EXEMPTION HAS BEEN GRANTED UNDER SECTION 83 OF THE EQUAL OPPORTUNITY ACT 1995 (NO. A312/2007). ONLY ABORIGINAL OR TORRES STRAIT ISLANDER PEOPLE ARE ELIGIBLE TO APPLY

## First Nations Health Project Officer

POSITION NO	0051057
CLASSIFICATION	UOM5
SALARY	\$75,011.00 to \$86,158.00 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed term position available until December 2021
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Ngaree Blow Tel +61 3 9035 4763 Email <a href="mailto:blow.n@unimelb.edu.au">blow.n@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 website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

In 2010 The University of Melbourne implemented a Reconciliation Action Plan (RAP) and are now in the second phase of RAP2. The Faculty of Medicine, Dentistry and Health Sciences (MDHS) Indigenous Development team has successfully led a range of projects responding to the RAP and RAP2 over the past six years.

We are seeking a First Nations health Project Officer who will work in collaboration with, and provide support to the Director of First Nations Health in the Department of Medical Education, Faculty of MDHS, in improving medical education and the profile of Indigenous knowledge within the Doctor of Medicine (MD) course. The incumbent will also work with and provide support to the Academic Programs Team, who are responsible for administrative workload across the MD for students and academics.

The Incumbent will be required to build upon key areas of Partnerships, Cultural Recognition, Teaching and Learning Strategies, Research, Aboriginal and Torres Strait Islander Student support, administrative responsibilities and engagement across the MD.

This position is considered to be a professional development position within which the incumbent will receive training and mentoring in order to enhance their prospects of future employment within the Melbourne Medical School or wider university.

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

- ▶ Provide advice and support to the Director of First Nations Health in the Department of Medical Education, including organising and facilitating meetings, and to produce briefing papers and reports related to First Nations health medical education
- ▶ Co-ordinate First Nations health lectures, tutorials, seminars and the Cultural Immersion program across all 4 years of the Melbourne MD
- ▶ Actively build and maintain strong and effective relationships with local Aboriginal Health Services, local community members and other community-based First Nations organisations
- ▶ In conjunction with the Director of First Nations Health, development of strategic reports for consideration at Faculty Executive level
- ▶ Liaise with internal and external stakeholders to ensure optimal communication regarding Medical School initiatives, strategy development and community activities
- ▶ Other tasks as advised by the Director of First Nations Health or Academic Programs Team Leader commensurate with the classification of this appointment.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

### ***2. Selection Criteria***

#### **2.1 ESSENTIAL**

- ▶ An appropriate tertiary qualification or demonstrated relevant experience or an equivalent combination of relevant experience, education and training
- ▶ Demonstrated experience in project development in particular Health or Educational projects, including ability to identify needs, design and implement projects and to take initiative to create innovative solutions to problems.

- ▶ Demonstrated familiarity, sensitivity and respect for the diverse needs, aspirations and cultures of Indigenous societies
- ▶ Demonstrated effective organisational skills, with the ability to work flexibly under pressure, manage competing demands and prioritise workload to meet deadlines in a busy environment
- ▶ Demonstrated ability to work collaboratively and flexibly both in a team and independently, with a high level of autonomy
- ▶ Highly effective communication and interpersonal skills, with the ability to establish and maintain positive working relations with a wide range of academic and professional colleagues across the University
- ▶ Demonstrated ability to achieve high levels of performance and attention to detail, particularly in a complex and changing environment
- ▶ Demonstrated ability to deal with sensitive issues, maintain confidentiality and provide impartial advice
- ▶ Advanced level of proficiency using standard application software such as the Microsoft Office suite (e.g. Word, Excel, PowerPoint, Outlook), process mapping applications and large integrated databases.

## 2.2 DESIRABLE

- ▶ Knowledge of the tertiary education sector

## 2.3 OTHER JOB-RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Occasional work out of ordinary hours may be required.

# 3. Job Complexity, Skills, Knowledge

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## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will operate with a high level of autonomy and delegated responsibility, under the broad direction of the Director of First Nations health in respect to managing their own time and work prioritisation. Complex issues will be escalated as appropriate. The incumbent will be expected to be proactive, demonstrating initiative and tact whilst working with academic and professional staff across the university as well as external stakeholders.

While a key member of the department's First Nations health team, the incumbent will liaise closely with its Academic Programs Team and Clinical School Coordinators in order to gain knowledge, skills and experience in university policies and processes, especially as they relate to the Melbourne MD.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to exercise sound judgment and strong problem solving and analytical skills. The incumbent should be results and solution oriented and comfortable reporting problems to senior staff.

### 3.3 RESOURCE MANAGEMENT

The incumbent is responsible for efficient time management and effective use of work resources without compromising on quality

### 3.4 BREADTH OF THE POSITION

The incumbent will perform a range of tasks including establishing and building relationships with both internal and external stakeholders. The incumbent will be expected to perform these tasks with a high level of independence, underpinned by a professional and quality service ethos within existing Faculty and University guidelines.

## 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.

Indigenous Australians will be preferentially selected for this position under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).

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 DEPARTMENT OF MEDICAL EDUCATION**

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

The DME was established as a department within the Melbourne Medical School in 2015, building on the success of the school's Medical Education Unit. It is based at the university's Parkville campus with clinical school bases at metropolitan and rural health services throughout Victoria. It has responsibility for the MD course and postgraduate programs. The DME aims to:

- ▶ Take a leadership role in curriculum development within the Melbourne Medical School
- ▶ Undertake a strategically targeted program of research and publication
- ▶ Assist staff in the development of innovative teaching programs
- ▶ Promote further development of computer based, multimedia teaching
- ▶ Evaluate current and developing teaching programs
- ▶ Assist the development of new methods of assessment
- ▶ Supervise research higher degree students
- ▶ Provide staff development programs to enhance teaching skills

### **6.2 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.

### 6.3 FACULTY OF MEDICINE, DENTISTRY & 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 \$630m 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

### 6.4 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>.

### 6.5 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 6.6 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>