

# Position Description

Melbourne Medical School  
Department of Rural Health

## Rural Health Community Placements Coordinator (region wide)

POSITION NO	0053490
CLASSIFICATION	UoM 6
SALARY	\$87,007 - \$94,181 p.a. (pro rata for part time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.4 to 0.8 FTE) however FTE can be negotiated
BASIS OF EMPLOYMENT	Fixed term until 10 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	Keryn Bolte Tel +61 3 5823 4525 Email <a href="mailto:keryn.bolte@unimelb.edu.au">keryn.bolte@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***

The Department of Rural Health supports the University Department of Rural Health (UDRH) programme. The UDRH programme has key targets in supporting a significant number of university students studying health degrees to undertake a rural placement within the UDRH footprint. The Going Rural Health (GRH) team in the UDRH works in diverse ways to ensure students from a range of different universities and studying different health disciplines have a quality rural placement experience. Some of these placements are Service Learning placements where students use their skills to address an area of health need in rural communities. This role requires maintaining existing partnerships to support innovative models of student placements, promotion of these placements, support to students undertaking these placements and their supervisors. The role will assist the Associate Lecturers of the GRH team in facilitating quality supervision and evaluating the placements. Included in this role is student supervision, education, student orientation and student support during the placements.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

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

### **1.1 TEACHING AND LEARNING**

- ▶ Management of day to day activities of existing SL placements
- ▶ Timeline 'check-ins' on SL placements
- ▶ Ensure quality placements, excellent supervision and strong student support during the service learning placements
- ▶ Contribute to student supervision as required
- ▶ Contribute to student teaching, orientation and skill development as required

### **1.2 RESEARCH AND RESEARCH TRAINING**

- ▶ Employ evidence-based approaches to service learning
- ▶ Monitor and review service learning placements with the academic assigned to give support

### **1.3 LEADERSHIP AND SERVICE**

- ▶ Maintain strong partnerships with organisations in the local region who can offer service learning opportunities

- ▶ Promote rural service learning placements and the Going Rural Health programme in settings identified as effective
- ▶ Support Going Rural Health to develop new initiatives and undertake team activities
- ▶ Contribute to the Going Rural Health report bi-annually, ensuring all activities are reported on
- ▶ Actively participate in and contribute to UDRH meetings and GRH meetings in meaningful ways
- ▶ Support any other activities of the GRH Service Learning team as required
- ▶ Undertake activities requested by the GRH Manager

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

### **2.1 ESSENTIAL**

- ▶ Qualification in an allied health discipline
- ▶ Experience in nursing and/or allied health placement coordination and supervision
- ▶ Experience in student support, individual mentoring and/or one-on-one education
- ▶ Commitment to working in multidisciplinary settings and adopting interprofessional approaches
- ▶ Demonstrated competency working with Aboriginal and/or Torres Strait Islander people and communities in Australia
- ▶ Knowledge of rural nursing and/or rural allied health workforce issues in Australia, but especially in the local region
- ▶ Exceptional interpersonal, written and verbal communication skills

### **2.2 DESIRABLE**

- ▶ A postgraduate qualification in education (e.g., clinical education)
- ▶ A postgraduate qualification in nursing or allied health
- ▶ Demonstrated commitment to social justice
- ▶ Experience in the disability sector

## ***3. 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.

## **4. 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.

## **5. Other Information**

### **5.1 DEPARTMENT OF RURAL HEALTH**

<http://www.ruralhealth.unimelb.edu.au/>

The School of Rural Health was established in 1999 and became the Department of Rural Health in 2010 when it was incorporated into the Melbourne Medical School. In 2015, the Centre was renamed the Department of Rural Health (DRH), Melbourne Medical School. It currently incorporates the Australian Government Department of Health and Ageing designated 'University Department of Rural Health' (1998) and the Rural Clinical School (2001). The Department attracts the majority of its funding from the Commonwealth Department of Health and Ageing through programs aimed at establishing a rural-focused national network of medical and health professional training. The Department enables undergraduate health professionals to undertake a significant period of their training in rural environments, and provides rural communities with greater access to teaching and research facilities and greater clinical support.

The Department of Rural Health's largest campus is at Shepparton, in buildings adjacent to Goulburn Valley Hospital. It has other major campuses at Ballarat, working closely with Ballarat Health Services, and at Wangaratta, with Northeast Health Wangaratta.

Rural Health programs include:

Rural Clinical School (RCS) – one of six University of Melbourne clinical schools developed to teach 25% of students for at least 1 year of their clinical training. The RCS takes approximately 60 Commonwealth supported students each year. Within these numbers the Extended Rural Cohort (ERC) is comprised 30 students per year recruited from Northern Victoria who spend their entire clinical training time at the RCS.

Australian Government Department of Health and Ageing designated 'University Department of Rural Health' (UDRH) – a multidisciplinary, population health-based approach involving

partnerships with a range of health providers underlies teaching and research activities. Aboriginal health activities are undertaken in partnership with the local Aboriginal community.

The Department of Rural Health also houses the Centre of Excellence in Rural Sexual Health (CERSH) which was established in March 2009.

## 5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://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.

## 5.3 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>.

## 5.4 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.

## 5.5 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>