



## POSITION DESCRIPTION

**Department of Medical Education**  
Melbourne Medical School  
Faculty of Medicine, Dentistry and Health Sciences

### Academic Programs Team Leader

<b>POSITION NO</b>	0030744
<b>CLASSIFICATION</b>	UOM7
<b>SALARY</b>	\$91,913 - \$99,495 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	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.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Paul Large Tel +61 3 9035 4895 Email <a href="mailto:plarge@unimelb.edu.au">plarge@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 Academic Programs Team Leader leads a team of administrators responsible for academic and subject support for the Melbourne Medical School's flagship program, the Doctor of Medicine (MD).

This role focusses on leadership of the Academic Programs Team, but is also responsible for high level administration of a portfolio within the MD. The Team Leader is required to facilitate a collaborative working environment. Working closely with the team and a range of stakeholders including clinical school staff and academic staff to deliver a range of support functions which contribute to the effective management of students and the MD.

This position is broad in scope and requires a high degree of initiative and self-management to deal with the range of functions and tasks involved. The incumbent will be responsible for ongoing reviews, benchmarking and improvements of administrative processes and communication strategies, in consultation with the clinical schools and affiliated clinical sites.

The role involves significant leadership responsibilities involving the management of a team of direct reports, but also requires the incumbent to be able to provide leadership to and influence stakeholders. They will need to possess well-developed organisational, time management and problem-solving skills, and can use initiative and be responsive to the needs of the Department.

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 TEAM LEADERSHIP**

- ▶ Lead and manage the Academic Programs Team to deliver the cyclical workload and deliver consistently high-quality service overseeing all academic administration and compliance including, timetabling, examinations, results management, ensuring timely and accurate completion.
- ▶ Provide leadership and professional development to staff and effectively motivate, coach and manage staff to achieve goals, providing clear performance expectations, regular feedback and document performance outcomes, ensuring poor performance is addressed and high performance nurtured and rewarded.
- ▶ Ensure information available to students is accurate and up to date.

### **1.2 ACADEMIC PROGRAMS MANAGEMENT**

- ▶ Manage and oversee all administration and compliance including: Special Consideration, Board of Examiners, academic progress and general misconduct and other issues providing timely and accurate advice to academics and ensuring compliance with University and course specific policy.

- ▶ Manage the day to day workflow of the academic programs team ensuring operations are appropriately resourced.
- ▶ Provide authoritative advice to staff, current and prospective students on related policies and procedures
- ▶ Provide advice and assist with subject change proposals, ensuring University timelines are met.
- ▶ Ensure provision of secretarial support to the MD related committees as managed, including assigning secretarial support from within the team.
- ▶ Contribute to the development and maintenance of systems for stakeholder feedback to improve services to meet student, and stakeholder needs through a process of continuous improvement

### 1.3 OTHER RESPONSIBILITIES

- ▶ Coordinate and/or assist with other appropriate projects as identified by the Academic Programs Manager and the Department Manager
- ▶ 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

- ▶ A degree with substantial relevant experience; or extensive experience and management expertise in student and course administration; or an equivalent combination of relevant experience and/or education/training.
- ▶ Highly developed interpersonal and verbal communication skills with the ability to liaise and work effectively with a range of people across all levels of the organisation.
- ▶ Excellent written communication skills.
- ▶ Ability to work autonomously with considerable independence.
- ▶ Demonstrated skills in leading and motivating a team including experience in staff performance management.
- ▶ Demonstrated ability to initiate, develop and implement effective workplace practices and processes and convey complex information to colleagues.
- ▶ High-level problem-solving skills with the ability to exercise judgement and initiative, while maintaining commitment to achieving outcomes.
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines.
- ▶ Excellent interpersonal, written and verbal communication skills including the ability to provide advice and support required by a range of stakeholders at all levels within, and external to, the organisation, and the production of high-quality documents and publications and demonstrated conflict resolution skills.
- ▶ Excellent stakeholder engagement skills, including managing competing demands and stakeholder groups.

- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite.

## 2.2 DESIRABLE

- ▶ Knowledge of tertiary medical course administration and the broader tertiary education environment.
- ▶ A high level of proficiency in the use of Student One (Student management system).

## 2.3 SPECIAL REQUIREMENTS

- ▶ There will be peak service delivery periods during which time leave is unlikely to be approved
- ▶ The incumbent is required to work flexible hours from time-to-time to meet the inherent requirements of this position, e.g. Open Day and other promotional events, OSCEs, and MD selection interviews

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under broad direction of the Academic Programs Manager and work closely and at times take direction from the Department Manager, Medical Education from the Melbourne Medical School.

The incumbent will have supervisory and line management responsibility for a team of administrative and professional staff.

The incumbent is a recognised authority in a student and academic programs management.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. This may involve stand-alone work or the supervision of others to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.

The incumbent is expected to be professional and show insight in solving problems given the time-critical and collaborative nature of the work they undertake and to exercise discretion in determining where consultation with the Academic Programs Manager is required.

## 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to have detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities. The Academic Programs Team Leader must have a sound understanding of the structure and teaching requirements of the Doctor of Medicine program, knowledge of Clinical Schools, affiliated clinical sites and key staff involved in the delivery of the program.

### 3.4 RESOURCE MANAGEMENT

The incumbent is expected to manage within budgetary constraints and to investigate and recommend cost-effective strategies where possible. The Academic Programs Team Leader is expected to manage the Academic Programs Team resourcing and allocate tasks as appropriate in consultation with the Department Manager.

### 3.5 BREADTH OF THE POSITION

The Academic Programs Team Leader will have a wide range of administrative responsibility working with complex processes and systems. The incumbent will liaise with a range of staff including professional and academic staff within the Melbourne Medical School, and the Faculty of Medicine, Dentistry and Health Sciences, as well as with the broader University community and the medical profession.

## 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.

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 (DME)

<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

[www.medicine.unimelb.edu.au](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 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have

the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 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>