



**Australian  
National  
University**

## *Position Description*

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	ANU Medical School
Department/Unit:	56000
Location:	Canberra, ACT
Position Title:	Education Delivery Manager
Classification:	ANU Officer Grade 8 (Administration)
Position No:	31421
Responsible to:	Education Manager
Positions reporting to this role:	8
Delegation(s) Assigned:	D6

### **PURPOSE STATEMENT:**

The ANU Medical School educates and develops medical graduates who practise medicine with compassion, conscience and professional excellence and with a knowledge of Aboriginal and Torres Strait Islander health and culture. The School partners with a number of healthcare organisations to deliver clinical teaching and training including but not limited to ACT Health, Calvary Healthcare ACT, and community practices throughout the ACT, and south eastern NSW. The Medical School is committed to extending the boundaries of medical knowledge and improving the health system through research, and to providing students with a research led educational experience. Research is conducted over a range of disciplines, spanning basic science, clinical medicine and implementation into policy and practice. Collaborations extend beyond ANU medical and health sciences, to other universities, governments and communities in the region as well as industry bodies, attracting national and international researchers and higher degree research candidates.

The Medical School is accredited by the Australian Medical Council which sets standards for education, training and assessment in all phases of medical education. Our education unit has a central role in ensuring integrity of the admissions processes, and provides academic leadership and administrative support for staff engaged in teaching, and for the students enrolled in our programs. We are committed to the advancement of Aboriginal and/or Torres Strait Islander people, providing an alternative admissions pathway, competitive access to a dedicated 'Indigenous Health Stream' of medical education, and through clinical placements in remote locations. The Doctor of Medicine and Surgery, *Medicinae ac Chirurgiae Doctoranda* (MChD) rural stream provides access to medical education for students from rural locations, and rural learning experience for all students in the ANU MChD program.

### **KEY ACCOUNTABILITY AREAS:**

#### **Position Dimension & Relationships:**

The Education Delivery Manager works under the broad direction of the Education Manager and Associate Director (Medical Education) and works closely with the Deputy Director, Associate Directors and Sub-Deans. The position leads and manages health and medical education administration across multiple locations and contributes to operations at the Canberra Hospital and Calvary Hospital. The position oversees the provision of high quality, professional advice across the School's educational programs, delivering excellence in service delivery and building professional relationships with faculty, clinicians, professional staff and students within the School, University and ACT Health.

#### **Role Statement:**

Under broad direction, the Education Delivery Manager will:

- Provide effective operational leadership and management of the School's education delivery procedures ensuring currency and alignment with College and University policy and practices, accreditation conditions, governance and risk management framework. supporting cohesiveness in quality academic and student services and experiences across the School.
- Lead and manage the education delivery team of professional staff, including mentoring, workload management, skill and career development and feedback on performance; providing regular inclusive communication to facilitate a positive, collaborative and innovative staff culture.

- Liaise and negotiate with stakeholders within a range of sectors on matters relevant to education delivery including development and evaluation of new and existing placement opportunities, clinical skills and coursework delivery, technical services, interprofessional workshops and training for clinical educators.
- Contribute to the efficient and effective operation of the School by overseeing operational, financial and resource management and compliance, in accordance with ANU and ACT Health delegations respectively., including the collation and analysis of data, and the preparation of reports and briefing papers.
- Support the development of the School's eLearning portfolio, contributing to the implementation and evaluation of software tools and templates and online resources that support student learning with good pedagogical design in conjunction with the University's learning management systems.
- Manage student prizes and awards, liaising with sponsors, executive, staff and ANU College and central units to advertise, award, process and publish awards and prizes.
- Actively support and contribute to the design, implementation and management of various initiatives in accordance with the School's strategic and operational plans with a commitment to continuous improvement.
- Support a service improvement culture, working collaboratively to consult and gather information, identify solutions and undertake tasks to achieve identified objectives, engaging in team and functional meetings, training and professional development.
- Comply with all ANU policies and procedures and School governance and regulatory compliance, in particular those relating to work health and safety, equal opportunity, code of conduct and sustainable work practices.
- Undertake other duties as required from time to time consistent with the classification level of the position.

**Note:**

As a multi campus School all staff are required to hold a current driver's licence.

**SELECTION CRITERIA:**

1. Progress towards postgraduate qualifications and relevant experience or an equivalent combination of experience and education/training in a complex administrative environment. Clinical qualifications and extensive management experience in an educational environment will be highly regarded. Experience working across multiple locations/sites would be advantageous.
2. Demonstrated understanding of contemporary administrative and management practices, and proven analytical, problem solving and decision making skills, including experience analysing data from multiple sources and making recommendations to inform operational plans to support strategic goals and business functions.
3. Demonstrated ability to build, lead and manage effective and efficient multi-disciplinary teams to deliver administration operational outcomes to support strategic goals and business functions.
4. Demonstrated high level interpersonal and communication skills, both written and oral, including a demonstrated ability to liaise effectively with key internal and external stakeholders.
5. Proven experience providing strategic advice, planning and reporting to senior management and an ability to successfully manager projects through to completion.
6. Demonstrated high level organisational skills and the ability to strategically priorities workloads, to use sound judgement in decision making, and meet deadlines in a changing environment.
7. A demonstrated high-level understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

<b>Delegate Signature:</b>		<b>Date:</b>	October 2019
<b>Printed Name:</b>	Katrina Chapple	<b>Position:</b>	School Manager

**References:**

[Professional Staff Classification Descriptors](#)