

POSITION DESCRIPTION

Melbourne Medical School
Faculty of Medicine, Dentistry and Health Sciences

Health and Wellbeing Practitioner (Ballarat and Bendigo)

POSITION NO	0050616
CLASSIFICATION	UOM 8
SALARY	\$105,684 – \$114,389 p.a. (pro rata for part time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed Term to 10 May 2021
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , 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 keryn.bolte@unimelb.edu.au <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

Position Summary

Aligned with the University's approach and range of wellbeing services, the Melbourne Medical School (MMS) is committed to care for the health and wellbeing of their students. The Health and Wellbeing Practitioner works collaboratively in supporting the Melbourne Medical School's Department of Rural Health leadership teams in the development and implementation of programs, resources and procedures related to student health and wellbeing. The Health and Wellbeing Practitioner is expected to exercise leadership through the provision of support and assistance to medical and allied health students, thus supporting their ability to be fully functioning learners and practitioners in the medical, nursing and allied health community.

While the position will be based in Ballarat, there is an expectation that regular visits to the Bendigo Rural Clinical School, as well as infrequent visits to other sites (eg. Echuca, Parkville, Shepparton, Wangaratta) will be required and negotiated with the other Rural Health and Wellbeing Practitioner. The position involves working with highly confidential and sensitive information, over which the incumbent must maintain the highest professional standards of confidence and discretion.

Although the position reports to the Manager, Department of Rural Health, the Health and Wellbeing Practitioner will work closely with the Student and Scholarly Services area of the University of Melbourne.

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

- ▶ Aligned with the philosophy, policies and practices of the Faculty of Medicine, Dentistry and Health Sciences and The University of Melbourne the incumbent will be proactive and responsive to the emerging wellbeing needs of students within the Melbourne Medical School's Department of Rural Health.
- ▶ Design, deliver and evaluate programs promoting student health and wellbeing.
- ▶ Student Case Management, including:
 - Risk assessment, including appropriate intervention and safety planning.
 - Provision of timely and regular support and assistance to all students with wellbeing challenges, including, and not limited to, mental health, discrimination, bullying and harassment issues.
 - Support students to identify and navigate the relevant policy and procedural pathways for effective resolution of grievances and support academic progression.

- Timely documentation of student interactions and contact.
 - Provision of referrals to internal and external service providers.
 - Managing the implementation of recommendations provided from reports and/or assessments of students.
- ▶ Provide clinical support to students- via virtual telehealth means as needed.
- ▶ Deliver formal, evidence-based presentations to students on matters relating to health and wellbeing. Presentations may be conducted via online webinars or live virtual sessions.
- ▶ Create, manage and strengthen partnerships between local resources and external service providers to offer a coordinated welfare response to students in need.
- ▶ Develop innovative ways to integrate new knowledge in health and wellbeing for effective long-term student support and development.
- ▶ Manage the Melbourne Medical School's process for monitoring and reviewing the ongoing effectiveness of the implemented structures and support plans, and manage the continuous cycle of improvement for student health and wellbeing.
- ▶ Manage the compliance and reporting requirements associated with monitoring student health and wellbeing.
- ▶ Provide policy recommendations regarding student health and wellbeing to MMS based on expertise, evidence and knowledge.
- ▶ Provide strategic support and advice to MMS and the Student Wellbeing Advisory Group that is aligned and integrated with broader University policies.
- ▶ 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

- ▶ Relevant tertiary qualifications in Psychology or Social Work, and membership of relevant registration body (AASW for Social Workers, AHPRA for Psychologists).
- ▶ Extensive case management experience in tertiary education or allied health environment.
- ▶ Proven experience designing and delivering group presentations.
- ▶ Demonstrated understanding and knowledge of the challenges in the health training environment, in particular for medical students.
- ▶ Excellent interpersonal skills with a demonstrated ability to develop and maintain effective relationships with stakeholders across the health & wellbeing continuum.
- ▶ Proven experience with the design, implementation and provision of wellbeing programs and support activities.
- ▶ High level of written and oral communication skills, as well as an ability to deliver online clinical programs and telehealth services.
- ▶ Demonstrated cultural awareness and an ability to work positively and productively with individuals from a variety of international, racial and religious backgrounds.

- ▶ Enthusiasm, energy and self-motivation with a flexible and adaptable approach to helping others.
- ▶ Demonstrated ability to adhere to professional boundaries, maintaining confidentiality and discretion.

2.2 DESIRABLE

- ▶ Case management experience in the medical trainee environment
- ▶ Cert IV in Workplace Training and Assessment

2.3 SPECIAL REQUIREMENTS

- ▶ A Victorian driver's licence
- ▶ Some travel outside of normal hours will be required in this role

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Health and Wellbeing Practitioner will report to the Department Manager, Department of Rural Health in the Melbourne Medical School. The incumbent will work with a large degree of autonomy under the broad direction of the MMS Executive and in line with MMS goals and objectives. Additionally, the incumbent will work effectively with staff from the University's Wellbeing services.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will continue to implement a health and wellbeing focused program, designed to address wellbeing issues specifically related to medical students. The incumbent will integrate their extensive experience and current knowledge in health and wellbeing to provide strategic advice and policy recommendations; to implement, assess and improve, programs for positive impact; and overall work to achieve MMS objectives in improving medical student health and wellbeing.

The incumbent will use their professional expertise and understanding of University policy and procedures in advising students on the management of grievances and general wellbeing. It is expected that the incumbent will use sound judgement in referring students to the relevant pathways and resources for positive student outcomes.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will have detailed knowledge of the University's policies and procedures related to academic progression, dispute resolution and student wellbeing. Additionally, the incumbent will leverage their understanding of the health training environment to establish effective approaches in individual case management.

The incumbent will be responsible for implementing and reviewing wellbeing programs that will reflect a significant change in how this process is currently undertaken in the School.

3.4 RESOURCE MANAGEMENT

The incumbent will proactively deliver programs targeted at promotion of student health and wellbeing. This is expected to involve collaboration with students, academics, and support service providers to develop, provide and maintain relevant, up-to-date information for stakeholders. Furthermore, the incumbent will be expected to maintain knowledge and implementation of best practice in management of student health and wellbeing.

3.5 BREADTH OF THE POSITION

The incumbent will be primarily responsible for the development, coordination and delivery of the MMS student health and wellbeing program, including case management of Department of Rural Health students.

While the position will be based in Ballarat, there is an expectation that regular visits to Bendigo Rural Clinical School, as well as infrequent visits to other sites (eg. Echuca, Parkville, Shepparton, Wangaratta) will be required and negotiated with the other Rural Health and Wellbeing Practitioner.

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 RURAL HEALTH

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

The School of Rural Health was established in February 2002 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. Students are also placed in smaller towns. New facilities have been established as part of the Northern Victorian Rural Medical Education Network (NVRMEN) initiative include consulting rooms in general practice, and lecture and skills centre facilities across Northeast Victoria.

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. A three week rural health module is compulsory for all University of Melbourne medical students and student placements are organised for medical and allied

health students. The UDRH assists the La Trobe University School of Nursing in the delivery of a Bachelor of Nursing Science course in the Shepparton region. 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.

6.2 MELBOURNE MEDICAL SCHOOL

<http://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 AND HEALTH SCIENCES

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>