

Position Description

Facilitator

Position Number: XXXXXX
Position Title: Facilitator
Date Written: October 2017

Faculty / Division: UNSW Medicine
School / Unit: Office of Medical Education
Position Level: Level B

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level (B).

Demonstrates Excellence

Delivers high performance and demonstrates service excellence

Drives Innovation

Thinks creatively and develops new ways of working. Initiates and embraces change

Builds Collaboration

Works effectively within and across teams. Builds relationships with internal/external stakeholders to deliver outcomes

Embraces Diversity

Values individual differences and contributions of all people and promotes inclusion

Displays Respect

Treats others with dignity and empathy. Communicates with integrity and openness

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The Office of Medical Education

The Office of Medical Education is an administrative unit within UNSW Medicine responsible for curriculum development, evaluation, professional development and research in medical education. The Office is staffed by academics with expertise in medical education and also appoints casual and part-time academic staff to support teaching in the Faculty.

During Phase 1 of the Medicine program, scenario group sessions are delivered, with each session content and activities determined by the course design groups. Part-time facilitators are employed by the Office of Medicine Education with sessions held in tutorial rooms at the University's Kensington campus.

The role of Facilitator is responsible for assisting with medical students with their learning and development in scenario group sessions, which is an integral component of the learning activities in Phase 1 of the Medicine program.

The role of Facilitator reports to the Associate Dean (Education), and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Facilitate student learning by scenario group sessions to assist students with integrating their learning from lectures, practical classes, clinical sessions and tutorials.
- Supervise and monitor the progress of students, provide consultation, mark assignments, and ensure a quality learning experience.
- Participate in weekly facilitators' meetings to review course design and prepare for up-coming sessions.
- In conjunction with the course convenors, evaluate current scenario group sessions to ensure that future scenarios can be enhanced.
- Propose, implement and evaluate innovative approaches to improve scenario group learning.
- Contribute and participate in faculty based research projects including the place of blended teaching as part of scenario-based learning, as required.
- Evaluate teaching effectiveness and recommend improvements to teaching styles following student feedback.
- Attend faculty/unit meetings and research seminars, as required.
- Complete other duties, as required by the supervisor.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

- A tertiary qualification in Medicine, Medical Science or equivalent.
- Demonstrated experience in facilitating small group teaching sessions with evidence of quality or innovative teaching for small groups.
- Experience in the use of adult education technologies.
- Demonstrated ability to teach, develop and mark curriculum for undergraduate Medical students.
- Excellent interpersonal and communication skills with the ability to liaise with and build and maintain effective collaborative professional relationships.
- Demonstrated ability to work autonomously and collaborative with a diverse team.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.