



**Australian  
National  
University**

## ***Position Description***

<b>College/Division:</b>	ANU College of Health and Medicine
<b>Faculty/School/Centre:</b>	ANU Medical School
<b>Department/Unit:</b>	56000
<b>Location:</b>	Canberra, ACT
<b>Position Title:</b>	Education Manager
<b>Classification:</b>	Senior Manager 1 (Administration)
<b>Position No:</b>	TBC
<b>Responsible to:</b>	School Manager
<b>Positions reporting to this role:</b>	5
<b>Delegation(s) Assigned:</b>	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, 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 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 indigenous advancement, providing an indigenous admissions pathway, competitive access to a dedicated 'indigenous 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 Manager manages the education support and governance functions within the ANU Medical School, working in close collaboration with the Education Delivery Manager and senior faculty to provide high-quality, strategic and operational advice and support on all student related matters, building professional relationships with internal and external stakeholders and promoting excellence in education delivery. The position has a central role in ensuring integrity of the admissions processes, and provides leadership support for staff engaged in education and assessment as well as students enrolled in our programs. Reporting to the School Manager and working across multiple campuses, and liaising closely with senior faculty, College and relevant University functional areas, the position develops and implements initiatives related to Medical School strategic priorities and educational budget, including student recruitment, administration, governance, assessment and evaluation.

#### **Role Statement:**

Under broad direction the Education Manager will:

- Provide effective leadership, management and engagement to professional and academic staff for education strategic, operational and risk management matters.
- Develop and implement a framework of quality assurance and review of School education procedures ensuring currency and alignment with College and University policy and practices, and accreditation conditions as directed by the Australian Medical Council.
- Design, implement and manage various initiatives in accordance with the School's strategic plans with a commitment to continuous improvement.

- Lead and manage the education 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.
- Conduct research through identification, collection and analysis of background information, benchmarking and data relevant to quality assurance, including drafting reports and discussion papers.
- Perform an effective liaison role for University wide initiatives related to education services, promoting them and managing the local area consultation and roll-out, if applicable, and participate in a range of activities, workgroups and networks across campus, as required.
- 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.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

**Note:**

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

**SELECTION CRITERIA:**

1. Postgraduate qualifications and relevant experience or an equivalent combination of experience and education/training with extensive management experience and proven management expertise. Tertiary education or related governance experience in health or medical related areas is highly desirable.
2. Proven ability to provide strategic and operational advice to support senior management in the planning, development and implementation of policies, procedures and operational plans to deliver outcomes to support education strategic goals.
3. Demonstrated experience with contemporary administration and management practices or equivalent and proven analytical, problem-solving and decision-making skills, including experience analysing data from multiple sources and making recommendations to inform strategic and operational plans.
4. Demonstrated people management and engagement experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner and on budget.
5. High level of interpersonal, liaison and consultation skills with demonstrated effective communication skills and the ability to deliver oral presentations. Demonstrated experience in developing and delivering comprehensive written documentation and reports, including local policies, procedures and guidelines.
6. Demonstrated ability to work collegially and respectfully as part of a team, meet deadlines and coordinate activities, and promote a positive culture within the workplace.
7. A demonstrated high-level of 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
Printed Name:	Katrina Chapple	<b>Position:</b>	School Manager

**References:**

[Professional Staff Classification Descriptors](#)