



POSITION DESCRIPTION

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

Curriculum Mapping Expert

POSITION NO	0052173
CLASSIFICATION	UOM7
SALARY	\$93,935.00 - \$101,684 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1.0FTE)
BASIS OF EMPLOYMENT	Fixed Term for 12 months
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	Danni Cheng Tel + 61 466 698 225 Email cheng.d@unimelb.edu.au Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Curriculum Mapping Expert will contribute to the mapping of the new MD curriculum. Working with the project team, the University's Department of Rural Health and subject coordinators and academic leads to correctly, accurately and comprehensively map the new curriculum, create appropriate inputs for the new onboarded systems and work closely with system experts to provide expert advice. Under the supervision of the Senior Lecturer, Applied Medical Science Coordinator and MD Redesign Project Manager, the incumbent works diligently mapping new discovery subject modules and provide expert advice to subject and stream coordinators, course coordinator and module owners.

The Curriculum Mapping Expert will support the mapping of the curriculum to allow a cohort of students at the University's Department of Rural Health to complete the MD course in its entirety in rural and regional Victoria. Responsive, modular, technology-enhanced learning methodologies underpin the state-of-the-art curriculum delivery the new Melbourne MD will offer, and this will be the major focus of this position.

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 staff to live our values of: Collaboration and teamwork, Compassion, Respect, Integrity and Accountability

1. Key Responsibilities

- ▶ Apply appropriate curriculum mapping principles, models, standards and strategies to the 2022 MD program, focusing on MD1 cohort starting in 2022
- ▶ Coordinate with the appropriate stakeholders and incorporate the broad vision and strategic plan within the redesigned 2022 MD curriculum mapping initiative
- ▶ Provide curriculum design advice and support in the planning and development of the MD program including specific learning materials and assessments to be ready for launch in 2022 for MD1 cohort
- ▶ Support the process and procedure for approval of the curriculum through the various approval and accreditation bodies
- ▶ Liaise with colleagues at the University's Department of Rural Health to ensure that students following the Rural MD Pathway receive the properly mapped curriculum equitable to all cohorts
- ▶ Implement the curriculum in the elected or preferred curriculum mapping systems
- ▶ Use evaluation, internal and external data to implement improvements to the curriculum
- ▶ Support the introduction and training of staff in the field of curriculum mapping and the multitude of uses for mapping in the current educational landscape. This includes routinely working with appropriate faculty to develop, maintain and revise curriculum documents and ensuring the curriculum documents match educational best practices
- ▶ Enable staff to understand and develop quality curriculum maps and achievable tasks

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree with substantial relevant experience or an equivalent combination of relevant experience and/or education/training
- ▶ Demonstrated ability in curriculum mapping and designing/understanding learning objectives in relation to subjects and course materials
- ▶ Ability to work autonomously but also as a member of a project team, working closely with stakeholders and initiating dialogues with system specialists
- ▶ Demonstrated ability to provide high level of support and advice to stakeholders
- ▶ Experience or understanding of the new systems that are acquired for the new MD program
- ▶ Demonstrated ability in acting as the expert for academics and project team to answer questions re maps and solve relevant problems relevant to the maps in the system or submissions
- ▶ 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
- ▶ 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

2.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector and/or medical education
- ▶ Experience working with managing curriculums with academics

2.3 OTHER JOB RELATED INFORMATION

- ▶ Occasional work out of ordinary hours and travel may be required.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under the broad direction of the Senior Lecturer, Applied Medical Science Coordinator and the MD Redesign Project Manager and at times take direction from the Department Manager, Department of Medical Education, Melbourne Medical School.

3.2 PROBLEM SOLVING AND JUDGEMENT

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 Senior Lecturer, Applied Medical Science Coordinator or MD Redesign Project Manager is required.

The incumbent is required to provide a high degree of teamwork, an ability to prioritise and be responsible for delivering quality services. The incumbent is expected to build and maintain effective relationships/networks with academic, clinical and professional staff within the Melbourne Medical School to ensure a seamless interface.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to have detailed knowledge of relevant educational systems and act as the learning expert in providing advice to system specialists

The incumbent 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

A broad understanding of available resources and judgement based on the project needs is required.

3.5 BREADTH OF THE POSITION

The incumbent will have a wide range of developmental 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 potentially 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

<https://medicine.unimelb.edu.au/school-structure/medical-education>

The Department of Medical Education was established as a department within the Melbourne Medical School in 2015. It has responsibility for the delivery of the Doctor of Medicine (MD) course, research in medical education and a range of professional development postgraduate and non-award programs.

As the first Australian professional entry masters level program, the Melbourne MD creates a new benchmark in 21st century medical education. It delivers advanced clinical and academic training to ensure students are prepared for the challenges of a high-quality medical internship. The MD is a 4-year program with an intake of approximately 350 students per year. The degree is delivered through our Parkville campus, metropolitan and rural Clinical Schools, partner organisations.

The Department delivers high quality research-informed postgraduate and professional development programs, facilitated by leaders in the field of health professional education. Created for clinicians from any discipline these programs are designed as professional development for health professionals in the areas of clinical teaching, clinical leadership and clinical research.

The research groups within the department focus scholarly engagement within a number of key research interests in medical education:

- Work Integrated Learning
- Curriculum, Assessment and Evaluation
- Healthcare Communication
- Student Engagement and Experience

The department employs approximately 350 staff to deliver the education, research and engagement activities of the department. This is complemented by a large, actively engaged honorary staff network.

6.2 MELBOURNE MEDICAL SCHOOL

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

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 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

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 <https://about.unimelb.edu.au/strategy/governance>

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