



POSITION DESCRIPTION

Melbourne Medical School

Faculty of Medicine, Dentistry and Health Sciences

Academic Programs Manager

POSITION NO	0037767
CLASSIFICATION	UOM8
SALARY	\$103,409 – \$111,927 p.a. (pro-rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1.0 FTE) Part-time by negotiation
BASIS OF EMPLOYMENT	Fixed-term until 11 October 2020
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 , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Grace Sanna Tel +61 3 8344 7752 grace.sanna@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

The Melbourne Medical School (MMS) Academic Programs Manager works closely with MMS and faculty staff to ensure the effective delivery of activities related to the School's graduate programs across a highly distributed and embedded hospital and primary care health network model.

The Academic Programs Manager leads and manages a team of professional staff involved in academic programs administration in the School and co-ordinates liaison with professional staff working in academic programs support roles in the various Departments throughout the MMS to ensure a coordinated, dynamic and engaged team.

The Academic Programs Manager provides authoritative, accurate and timely advice to senior members of the School and other staff on graduate program administrative matters including expert policy advice. Key portfolios include, but are not limited to, selection and offers, orientation, student progress, teaching support, subject administration and clinical placements.

The Academic Programs Manager provides administrative coordination of all postgraduate coursework programs (in particular the MMS's flagship course, the Doctor of Medicine), honours programs of the School, and associated scholarships, prizes and bursaries.

The Academic Programs Manager is responsible for the development and maintenance of key relationships with other organisational stakeholders in particular the MMS Clinical Schools, MMS Departments, and the Faculty's Learning and Teaching Unit.

The Academic Programs Manager reports to the Manager, Melbourne Medical School. The role will also be responsible for identifying opportunities for improvement within the academic programs portfolio, in consultation with the Manager, Melbourne Medical School.

1. Key Responsibilities

1.1 ACADEMIC PROGRAMS OPERATIONS

- ▶ Manage and oversee the successful operations of the full range of academic programs activities for the MMS including selection, timetabling, examinations, academic progress, student misconduct, results, appeals grievances and clinical placements as required.
- ▶ Manage the effective and efficient daily operations of the MMS academic programs unit and provide information and guidance to academic programs support staff more broadly across the MMS.
- ▶ Provide effective staff leadership, professional development and performance management.
- ▶ Lead new program development and program revisions in conjunction with the relevant academic staff member/s and coordinate submission of associated documentation within University timeframes.
- ▶ Develop local operating rules in relation to academic programs for review and endorsement by the appropriate committee and lead operationalisation throughout MMS.
- ▶ Provide secretariat support for MMS committees and working groups.

1.2 ACADEMIC PROGRAMS DATA MANAGEMENT AND REPORTING

- ▶ Provide accurate and timely data and information to support business planning, reviews, performance metrics and compliance.

- ▶ Manage and monitor student recruitment and load to agreed targets across all MMS graduate coursework programs.
- ▶ Contribute to accreditation reviews and submissions.
- ▶ Develop and implement quality improvement initiatives to promote outstanding Learning and Teaching outcomes within MMS.
- ▶ Track and report on performance metrics against MMS KPIs in conjunction with key academic staff including the MMS Director of Learning and Teaching and the Chair of the Evaluation Committee.

1.3 STAKEHOLDER LIAISON

- ▶ Provide authoritative advice as the key contact for all academic programs related activities.
- ▶ Manage and maintain positive interactions with internal and external partners throughout Victoria, Australia and Internationally.
- ▶ Establish and maintain effective relationships with the Faculty and the broader University to ensure seamless coordination of academic programs, and represent the MMS through participation on relevant committees.

1.4 GENERAL DUTIES

- ▶ Any other duties commensurate with the position as directed by the School Manager.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A postgraduate qualification in a relevant field of study and extensive relevant experience or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated ability to develop and implement operational plans to ensure the timely delivery of programs.
- ▶ Proven ability to develop strong relationships and engage, collaborate and negotiate with a broad group of internal and external stakeholders.
- ▶ Demonstrated ability to provide effective leadership to staff and to build an engaged and inclusive workplace culture.
- ▶ Well-developed organisational skills to coordinate workflow, determine priorities, schedule tasks to meet deadlines and manage competing demands within a high-pressure environment.
- ▶ Demonstrated strong and effective communication skills (both written and verbal) across all levels of academic and professional staff.
- ▶ High level analytical and problem-solving skills with the ability to identify issues and to develop and implement initiatives to achieve process improvements.

2.2 DESIRABLE

- ▶ Previous experience in a tertiary education environment.

2.3 SPECIAL REQUIREMENTS

- ▶ Occasional out of hours work will be required for functions and student related events such as Open Day.
- ▶ Annual leave requests are required to take peak workflows such as Doctor of Medicine selection into consideration.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent is required to exercise a high degree of judgement and independence in the execution of their responsibilities under the supervision of the Manager, Melbourne Medical School.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to resolve complex problems using sound judgement combined with an in-depth understanding of existing University policy, MMS procedures and MMS local operating rules.

The incumbent is expected to contribute to improvement in the School's learning and teaching performance by identifying issues, researching options, developing and testing processes and systems and implementing solutions, while operating at all times within the University's policy framework. The incumbent will be responsible for individual and team work allocation and time management and be expected to use initiative in prioritising workloads and balancing a range of time sensitive tasks simultaneously.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

An ability to demonstrate a clear understanding of the University and the function and structure of the School is essential. The incumbent is expected to develop and apply a detailed knowledge of the University's policies and procedures which govern Academic Program related activities.

3.4 RESOURCE MANAGEMENT

The Academic Programs Manager is responsible for the supervision of the professional staff within the academic programs unit and for the deployment of these staffing resources.

3.5 BREADTH OF THE POSITION

The position supports the academic activities of the MMS and will interact with the broader Faculty of Medicine, Dentistry and Health Sciences, as well as University, external bodies, and students, as required.

The incumbent will be required to interact effectively with a variety of staff at all levels, both internal and external to the University, on a broad range of issues.

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 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 nine clinical departments (Clinical Pathology, 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.

6.2 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 \$628m 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.

6.3 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>.

6.4 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.

6.5 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>