



POSITION DESCRIPTION

Melbourne Poche Centre for Indigenous Health
Faculty of Medicine, Dentistry and Health Sciences

Indigenous Graduate Research Program Coordinator

Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).

POSITION NO	0053787
CLASSIFICATION	Research Fellow, Level B
SALARY	\$107,547 - \$127,707 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed Term for 6 months (maternity leave replacement)
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	Ms Shawana Andrews Tel +61 3 8344 8280 shawanaa@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 websites:
about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The University of Melbourne Poche Centre for Indigenous Health (the Centre) forms part of the Poche Indigenous Health Network, encompassing sister Poche centres at Flinders University and the Universities of Sydney, Queensland and Western Australia. The University of Melbourne Poche Centre, established in 2014 operates across the Faculty of Medicine, Dentistry and Health Sciences (the Faculty), through effective partnership and engagement with key stakeholders within various Schools and related institutes to deliver on key Indigenous specific outcomes of both the Centre and Faculty.

The central vision of the Melbourne Poche Centre is to accelerate the development of Indigenous leadership in Indigenous health, fostering the emergence of the next generation of Indigenous leaders. This vision fits with the University of Melbourne's longstanding commitment to ensuring that Indigenous Australians participate and achieve successful outcomes in higher education. The University of Melbourne is committed to actively respond to the Reconciliation Action Plan. This is an opportunity to reflect on the University's contribution to Indigenous development in Australia and take positive steps in the areas of Indigenous health, employment and education.

Under the guidance of the Director, the Graduate Research Program Coordinator will lead the development of the Centre's academic programs specific to Indigenous PhD students within the Faculty of Medicine, Dentistry and Health Sciences. Working closely with the Manager Indigenous Student Programs this position will contribute to the development of academic pathways for Indigenous PhD students developing and delivering a suite of program activities specific to Indigenous doctoral advancement both nationally and globally including an international Indigenous graduate research program and a national Indigenous doctoral conference. This is a growing area of work that requires vision, drive and academic nuance.

We invest in developing the careers and wellbeing of our students and staff and expect all to live by our Faculty Values of:

- Collaboration
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

The position description should be read alongside [Academic Career Benchmarks and Indicators](#) and the [Academic Performance Framework](#)

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Provide high level support and advice to the Director of the Poche Centre to lead the Faculty's Indigenous graduate research programs.
- ▶ Prepare and maintain communication material including proposals, executive reports, analyses for a range of audiences, including prospective students, senior management and external stakeholders
- ▶ Identification of sources of funding to support individual or collaborative projects, relating to research practice in the discipline
- ▶ Collaborate with other University of Melbourne faculties on matters relating to Indigenous graduate research students

- ▶ Publications arising from scholarship and research, such as publication of books and articles in peer reviewed journals
- ▶ Effective supervision of research support staff

1.2 LEADERSHIP AND SERVICE

- ▶ Develop, deliver and maintain a program of academic graduate research masterclasses, writing retreats and other academic activities that develop and enhance Indigenous scholarship and leadership in health.
- ▶ Effective collaboration with external networks to foster effective partnerships, locally, nationally and internationally
- ▶ Operate with autonomy and demonstrate flexibility in being able to adapt to changing priorities and demands.
- ▶ Represent the Centre on relevant committees and working groups across the University
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.
- ▶ Active participation in University committees

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A postgraduate qualification in a relevant field of study and relevant experience, or an equivalent combination of relevant experience and/or education/training
- ▶ Demonstrated experience in academic program planning and development which will increase the academic opportunities and support for Indigenous graduate research students
- ▶ A demonstrated high level of initiative and creativity in the development of new programs
- ▶ Well-developed professional organisational skills including the ability to coordinate workflow, determine priorities, schedule tasks to meet deadlines and effectively balance competing demands within a complex and high-pressure environment
- ▶ Experienced presenting research findings at conferences or other forums
- ▶ Excellent interpersonal and written communication skills with the ability to foster effective working relationships across the Faculty, University and with external national and international organisations
- ▶ Demonstrated knowledge, understanding and respect for the different needs, aspirations and cultures of Indigenous societies
- ▶ Demonstrated experience in research processes and writing for publication.
- ▶ Excellent negotiating skills to deliver outcomes on complex issues and build alliances in institutional environments such as the University.
- ▶ Demonstrated sense of discretion, judgement and cultural sensitivity in resolving problems, negotiating solutions and influencing senior staff.
- ▶ Evidence of an emerging national academic research profile
- ▶ Demonstrated ability to work both independently and as part of a small team.

- ▶ Demonstrated strong leadership and teamwork skills, with a proven ability to build a cooperative and inclusive workplace culture.

2.2 DESIRABLE

- ▶ Experience in the supervision or co-supervision and mentoring of postgraduate students and other staff
- ▶ Track record of research grant procurement.
- ▶ Ability to work flexibly in a COVID-19 environment.
- ▶ Willingness to work outside standard University working hours if necessary. Time off in lieu of overtime worked is provided at the mutual agreement between the Program Manager and their supervisor in accordance with University policy guidelines.
- ▶ Some local, interstate and international travel will be required.

2.3 SPECIAL REQUIREMENTS

3. 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.

4. 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/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 ORGANISATION UNIT

MELBOURNE POCHE CENTRE FOR INDIGENOUS HEALTH

The Poche Centre for Indigenous Health is a Faculty wide centre with a focus on accelerating the development of Indigenous leadership in Indigenous health. The Centre was established in 2014.

<http://poche.mdhs.unimelb.edu.au/>

5.2 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.

5.3 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>.

5.4 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.

5.5 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>