



POSITION DESCRIPTION

Department of Obstetrics, Gynaecology and Newborn Health
Melbourne Medical School
Faculty of Medicine, Dentistry and Health Sciences

Site Co-ordinator (Northern Health) in Obstetrics Gynaecology, and Newborn Health

POSITION NO	0064158
CLASSIFICATION	Level B (Lecturer) / Level C (Senior Lecturer) Level of appointment will be commensurate with the qualifications and relevant experience of the successful appointee
SALARY	Level B \$119,231 - \$141,581 p.a. (pro-rata for part-time) Level C \$146,050 - \$168,403 p.a. (pro-rata for part-time) Plus, a Clinical loading \$26,927 p.a. (pro-rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time 0.2 FTE
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Please email your application to naomi.holbeach@unimelb.edu.au
CONTACT FOR ENQUIRIES ONLY	Dr Naomi Holbeach Department of Obstetrics, Gynaecology and Newborn Health Tel +61 3 8458 4248 Email naomi.holbeach@unimelb.edu.au

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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The University of Melbourne is committed to excellence in tertiary education. As Australia's leading biomedical Faculty and with a 150-year legacy, the Melbourne Medical School places a high priority on excellence in the areas of teaching, clinical teaching and mentoring, educational innovation, support for teaching service to students and we deeply value the contribution of the clinicians who help our students to become some of the best practitioners in the world.

There is growing recognition of the importance of having medical educators who are able to teach, mentor and provide leadership within the field of medicine. This position, appointed within the University's Department of Obstetrics, Gynaecology and Newborn Health, and will have site leadership of the Doctor of Medicine (MD) Year 3 Principles of Clinical Practice (PCP3) in Obstetrics, Gynaecology and Newborn Health teaching, Year 3 discovery students doing relevant placements at the Women's, and Year 4 Clinician Scholar Pathway students. The Site Co-ordinator will also have site leadership with respect to elective students from non-University of Melbourne medical degrees.

This position will be based at Northern Health (NH) at Parkville campus working alongside the Department's Academic Co-Ordinator for Learning and Teaching and reporting to the Head of Department, both based at the Mercy Hospital for Women (MHW). The Site Co-ordinator (NH) will be responsible for the delivery of high-quality clinical teaching and learning opportunities in the Obstetrics, Gynaecology and Newborn Health (OGN) program within the University's medical course and for contributing to the OGN teaching team. They will provide support for teaching associates and honorary teachers within the Department and will contribute to assessment, including the development of written and clinical assessments, and to the development of new teaching tools. The successful candidate will also contribute to the overall academic objectives of the Department of Obstetrics, Gynaecology and Newborn Health and the Melbourne Medical School within the delivery of the medical program.

This position provides scope for contributing to the curriculum development, strategic planning and delivery of the OGN program in the new MD course, as well as broader learning and teaching initiatives including but not limited to furthering education research and the development of clinical educator pathways.

The successful candidate will be expected to share the Department's commitment to high quality teaching and should also have their own research profile with demonstrated research skills and be recognised as an expert in the field of Obstetrics, Gynaecology and Newborn Health.

The appointee will be expected to work effectively as part of a team and to help establish productive links between the health service and the Department as well as within and between Faculties of the University and with relevant national and international organizations and discipline related bodies.

1. *Key Responsibilities*

In collaboration with the Academic Co-ordinator for Learning and Teaching, the site co-ordinator will work closely with the MD academic teaching staff and administrator(s) to contribute to the delivery of a high quality education program for medical students in their third year of the MD (Principles of Clinical Practice 3 and 3A) as well as MD4 students who will have clinical placements in the hospital, and other elective students.

1.1 TEACHING AND LEARNING

- Teaching delivery
- Delivery of orientation and tutorials to medical students; and ensuring that appropriate and timely orientation is delivered to all commencing students.
- Delivery of teaching sessions such as clinical skills coaching at the bedside, case-based discussions and simulation sessions.
- Participation in assessment activities including written assessments, clinical assessments, and others.
- Be flexible and innovative in adapting teaching sessions to enhance student learning through online platforms.
- Supervision of research projects for medical students in the research scholar pathway and the clinician scholar pathway as needed.
- Student support
- Provide pastoral care and support to students experiencing challenges in their medical education during or relevant to the OGN teaching and placement at this site
- Advocate for students on placement by working closely and collaboratively with the hospital staff to ensure physically and psychologically safe learning environments as well as full access to their placement activities
- Coordinate medical student electives at the site, including electives by non-University of Melbourne students
- Staff support
- Provide support for teaching fellows to deliver high quality teaching and encourage their engagement in professional development activities and department events
- Maintain a close and collaborative relationship with professional staff
- Personal development and contribution to teaching development
- Participation in professional development activities including attending pertinent training opportunities at the University or attendance at conferences and seminars

relevant to Obstetrics, Gynaecology and Newborn Health, including cross-disciplinary or cross-faculty teaching and research activities.

- Contribution to the administration of the Department including participation in committees and strategic planning initiatives in the Department relating to research, lecturing, tutoring, simulation, student supervision, etc.

1.2 RESEARCH AND RESEARCH TRAINING

- The appointee will be expected to contribute to the research program of the Department and will have a significant track record (relative to career stage and opportunity) of relevant research, including funding and publications in high quality refereed journals
- A commitment to excellence in research and its incorporation in teaching into a variety of postgraduate subjects is required

1.3 LEADERSHIP AND SERVICE

- Provide student support and mentoring
- Provide teaching fellow support and mentoring
- Provide professional staff support
- Attendance at Department meetings and/or membership of committees.
- Administrative functions related to academic duties.
- Participation and leadership in regular staff development activities.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. *Selection Criteria*

2.1 ESSENTIAL

- MRANZCOG essential (FRANZCOG desirable)
- Special interest in Obstetrics, Gynaecology and Newborn Health teaching and training
- Research publication track record in peer reviewed journals
- Completed or completing a higher degree by research
- Flexibility, enthusiasm, experience and commitment to quality clinical teaching.
- Demonstrated enthusiasm for ongoing research and research supervision
- Highly developed interpersonal skills with the capacity to interact positively and communicate effectively and in a timely manner with clinical and academic colleagues, support staff, and students.
- Strong team skills to work with other educators and students to achieve excellent educational outcomes for students.

- Experience in applying administrative, communication and interpersonal skills to the development of strategies and collaborative partnerships in teaching and research
- Excellent relationships with health professionals and other disciplines
- Potential capacity to take on leadership roles within the Department and the University

2.2 DESIRABLE

- Experience and expertise in the delivery of teaching in Obstetrics, Gynaecology and Newborn Health
- Capacity and willingness to actively contribute to the development of curriculum, design and innovation in the delivery of clinical teaching
- High level written and oral communication and presentation skills, both interpersonal and formal aligned with strong organisational and administrative abilities.

3. *Special Requirements*

- As this position is located at Northern Health, the incumbent will be required to hold and maintain a current Working with Children Assessment Notice valid for paid-work <https://www.workingwithchildren.vic.gov.au/> and current police check
- The incumbent is expected to have a paid clinical appointment at the Northern Health
- Work outside usual hours may be negotiated for certain activities (e.g. orientation, examination, student events etc).

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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/topics/responsibilities/>

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 OBSTETRICS, GYNAECOLOGY AND NEWBORN HEALTH

<https://medicine.unimelb.edu.au/school-structure/obstetrics-and-gynaecology>

The University Department of Obstetrics, Gynaecology and Newborn Health is responsible for teaching Obstetrics, Gynaecology and Neonatal Paediatrics, to MD medical students. Currently, each year approximately 330 medical students spend 8 weeks attached to the Department during the third year of their medical course. In addition, there are higher degree students pursuing full-time or part-time research through the Department. These include Honours, Doctor of Medicine, Master of Science and Doctor of Philosophy students.

The **Vision** of the Department is to be an internationally recognised centre of excellence for academic Obstetrics, Gynaecology and Neonatal Paediatrics, and its **Mission** is to provide a high quality academic service across a broad range of clinical, educational and research activities within its associated teaching hospitals, and especially at its major centres, the Royal Women's Hospital and the Mercy Hospital for Women.

Other associated teaching hospitals are the Sunshine Hospital in the western suburbs of Melbourne, in particular the Joan Kirner Women's and Children's at the Sunshine Hospital, the Northern Hospital to the North of Melbourne, St Vincent's Private Hospital and Epworth Clinical School (and private hospitals) and the Ballarat Hospital and Goulburn Valley Hospital (Shepparton), both of which are linked to the [Rural Health Academic Centre](#).

The Department of Obstetrics, Gynaecology and Newborn Health has a strong research base with a history of significant competitive grant funding success from external, peer reviewed, grant awarding bodies. Particular areas of current research strength include maternal fetal medicine, neonatal paediatrics, women's health, andrology, gynaecological oncology and reproductive biology.

Staff of the Department include clinical academics, research fellows, research assistants, administrative personnel and a large number of teaching associates associated with the various teaching hospitals involved in the Department's graduate teaching programme.

The origins of the University of Melbourne Department of Obstetrics, Gynaecology and Newborn Health can be traced back to 1924, when the Victorian Branch of the British Medical Association appointed a committee under the leadership of Dr J W Dunbar Hooper "to enquire into the condition of midwifery work" in Victoria.

6.2 MELBOURNE MEDICAL SCHOOL

<https://medicine.unimelb.edu.au/>

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

Under the leadership of Professor Nicola Lautenschlager, MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice and Primary Care;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics, Gynaecology and Newborn Health;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,200 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,296 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$165 million, the School's research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School's flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a \$6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice and Primary Care's continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School's development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

<https://medicine.unimelb.edu.au/about/diversity-and-inclusion> MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

6.3 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.

6.4 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 <http://www.unimelb.edu.au/governance>