

## Position Description

# Faculty Wellbeing Officer

*Position Number: 00075825*  
*Position Title: Faculty Wellbeing Officer*  
*Date Written: May 2019*

*Faculty / Division: UNSW Medicine*  
*School / Unit: Faculty Office*  
*Position Level: Level 8*

## ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

## VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Delivers high performance and demonstrates service excellence.



Thinks creatively and develops new ways of working. Initiates and embraces change.



Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Values individual differences and contributions of all people and promotes inclusion.



Treats others with dignity and empathy. Communicates with integrity and openness.

## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

Aligned with the UNSW's approach and range of wellbeing services, UNSW Medicine is committed to care for the health and wellbeing of our students and staff. The Faculty Wellbeing Officer leads the development and implementation of Faculty wide strategy as well as; supporting frameworks, resources and procedures to enhance student health and wellbeing. The primary focus of the role is to take a strategic, proactive approach towards enhancing student health and wellbeing, the Faculty Wellbeing Officer is also expected to exercise leadership through the provision of advice and assistance to our students, to support their ability to fully function as educators, learners and practitioners in the medical community, to enhance their physical, mental and social wellbeing and to meet the needs of a diverse range of students, including those at risk of disengaging.

The Faculty Wellbeing Officer will report to the Equity Diversity and Inclusion Manager. The role has no direct reports.

## RESPONSIBILITIES

- Observing the policies and practices of UNSW, the incumbent will be proactive and responsive to the emerging wellbeing needs of students within UNSW Medicine through the provision of strategic support and advice to Faculty, School and Centre leadership teams within UNSW Medicine that is aligned and integrated with broader University policies.
- Design, implement, assess and improve programs for positive impact and to achieve UNSW Medicine objectives in improving student health and wellbeing.
- Act as point of contact and coordination for support services within the University for consultation on matters relating to the wellbeing of our students.
- Employ a high level of expertise in assessment as well as risk management of students with wellbeing challenges and provide them with support through case management, including:
  - Provision of assistance and support to students affected by physical and mental health crises and triage to appropriate internal and external service providers;
  - Provision of timely advice and assistance to students affected by discrimination, bullying and harassment;
  - Support students to identify and navigate the relevant policy and procedural pathways for effective resolution of grievances; and
  - Manage the implementation of wellbeing recommendations provided from reports and/or assessments of students.
- Manage and strengthen partnerships between internal UNSW resources and external service providers to offer a coordinated welfare response to students in need.
- Develop innovative procedures and processes for effective, long-term student wellbeing support and development.
- Manage the compliance and reporting requirements associated with monitoring student health and wellbeing including coordinating internal and external research requests, monitoring projects and providing statistical and comprehensive reports on student welfare to the Faculty leadership, as required.

- Develop strong working relationships and work effectively with staff from the University's wellbeing services, UNSW Medicine's Student Wellbeing Action Group (SWAG), Human Resources Team and Equity Diversity and Inclusion (EDI) functions.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

## **SELECTION CRITERIA**

- Relevant degree and substantial relevant management experience or equivalent competency gained through another combination of education, training and experience
- Strong written and verbal communication skills and demonstrated high level interpersonal skills
- Strong consultation, influencing and negotiation skills and proven ability to interact effectively with diverse internal and external stakeholders
- Excellent interpersonal skills with a demonstrated ability to develop and maintain effective relationships with stakeholders across the health & wellbeing continuum.
- Demonstrated initiative and strong analytical and problem-solving skills. It is expected that the incumbent will use sound judgement in referring students to the relevant pathways and resources for positive student outcomes.
- Proven skills and experience in resource planning, goal setting and project management
- Demonstrated skills in providing effective, brief intervention to clients with a broad range of presenting issues including significant mental health difficulties and disabilities.
- Demonstrated cultural awareness and an ability to work positively and productively with individuals from a variety of international, racial and religious backgrounds.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.