

MANAGER, NORTH WEST VICTORIA REGIONAL TRAINING HUB

DEPARTMENT/UNIT	Monash Rural Health
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Monash Rural Health Bendigo

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something ground-breaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both

discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

Monash Rural Health is broadly divided into two regions with major regional academic sites in south-east and north-west Victoria. Monash Rural Health encompasses the:

- Graduate entry MD Year A program, based at Monash Rural Health Churchill
- Three regional academic sites dedicated to rural medical education in Mildura, Bendigo and Gippsland
- Rural Nursing and Allied Health unit, which is dedicated to education, student placement support and research across the fields of nursing and allied health
- Regional Training Hubs in Gippsland and North West Victoria
- Office of Head of School, responsible for Rural Health Education Programs, Research, Finance, Operations/Planning, and Marketing/Communications

For more information about us and the work we do, please visit: www.monash.edu/rural-health

POSITION PURPOSE

Monash Rural Health (MRH) Regional Training Hubs support the development of postgraduate pathways to improve regional training and career opportunities for junior doctors. The Manager will support the North West Victoria Regional Training Hub (NWVRTH) to address rural medical workforce recruitment and retention. The NWVRTH Manager will also provide high quality administrative management to the NWVRTH Director to develop and implement the objectives of the program.

The Manager will work with medical students, junior doctors, rural and regional hospitals and health services, state and local government, other universities, specialist colleges (including general practice colleges), postgraduate medical councils, local health practitioners and regional training organisations, to support the development and sustainability of postgraduate medical training across the North West Victoria region.

This position will also provide support to health services in obtaining accreditation and/or funding for new medical training posts, develop strategies to assist local medical professionals to be clinical supervisors and manage the various events and activities of the Regional Training Hub including promotion of training pathways to medical students and junior doctors. This role will ensure that there is an evaluation framework in place to assess the various strategies and events undertaken by the North West Victoria Regional Training Hub.

Reporting Line: The position has a dual reporting line to the Director NWVRTH and the School Manager (MRH) under broad direction, working with a degree of autonomy.

Supervisory Responsibilities: This position provides direct supervision to 1 staff member

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to strategic planning, the achievement of goals and implementation of evaluation framework relevant to the North West Victoria Regional Training Hub
2. Manage and co-ordinate the operation of the North West Victoria Regional Training Hub in accordance with University policies, procedures and strategic priorities
3. Manage and develop a highly-trained, motivated and efficient team with a strong stakeholder engagement focus
4. Manage and co-ordinate a work environment of continuous review and improvement of business practices, operational processes and service provision
5. Undertake research, data analysis, evaluation and management for the North West Victoria Regional Training Hub, including regular business reporting
6. Exercise strong budget management for the activities of the North West Victoria Regional Training Hub
7. Manage and co-ordinate projects and events, the review and development of policy and procedure, and compliance and quality processes relevant to the North West Victoria Regional Training Hub
8. Manage and oversee risk, compliance and quality assurance processes for the functions managed, including regular monitoring and reporting in accordance with University and legislative requirements
9. Develop and maintain strong partnerships with other relevant business units, external stakeholders and key staff, including provision of expert advice
10. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
 - extensive experience and management expertise; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Excellent operational management and skills engaging with internal and external stakeholder with proven ability to provide authoritative technical and policy advice
3. Highly developed planning, organisational, and evaluation skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Demonstrated management experience in a matrix, or large and complex management structure
5. Staff management experience with the ability to motivate and develop a high-performance team
6. Highly developed analytical and conceptual skills including demonstrated ability to deliver positive solutions to complex problems

7. Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels
8. Demonstrated ability to build successful relationships with multiple and diverse stakeholders, and to manage these relationships and expectations effectively

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University and remote locations may be required, some of which are not easily accessible via public transport
- Due to the after-hours and weekend events held by the Training Hub, there will be a requirement to work additional hours throughout the year
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.