



POSITION DESCRIPTION

Melbourne Dental School
Faculty of Medicine, Dentistry and Health Sciences

Lecturer/Senior Lecturer Dental Public Health

POSITION NO	0057847
CLASSIFICATION	Level B or Level C Teaching and Research
SALARY	Level B \$110,236 - \$130,900 (pro-rata) Level C \$135,032 - \$155,698 p.a. (pro-rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.2 FTE)
BASIS OF EMPLOYMENT	12 months Fixed Term
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 , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Mihiri Silva Email: Mihiri.Silva@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
joining.unimelb.edu.au

Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The Melbourne Dental School provides teaching and clinical training in Population and Public Health at undergraduate, graduate, and postgraduate levels. At the postgraduate level, in 2023 the School will launch a new Graduate Certificate in Dental Public Health, to be delivered jointly with the Melbourne School for Global and Population Health.

The Lecturer/Senior Lecturer in Dental Public Health is a 12 month fixed term role with the possibility of extension. You will contribute across a broad range of responsibilities including curriculum development of the Graduate Certificate of Dental Public Health (GCertDPH), innovative teaching of dental public health to GCertDPH, Bachelor of Oral Health (BOH) and Doctor of Dental Surgery (DDS) students, and supervision of student research projects.

The successful applicant will be expected to develop assessment materials mapped to learning outcomes, as well as the capacity to develop teaching materials, deliver lectures, and facilitate tutorials. The incumbent will need to demonstrate an ability to work independently and collaboratively in a team to achieve objectives and meet agreed deadlines. The position reports to the Divisional Lead of Population Health within the Melbourne Dental School and will play a significant role in supporting the school's overall mission and vision.

1. Key Responsibilities

1.1 CONTRIBUTION TO TEACHING AND LEARNING

- ▶ Develop, prepare and deliver lectures, tutorials and seminars and contribute to high quality curriculum development, evaluation and review.
- ▶ Provide consultation to students on their academic progress.
- ▶ Prepare assessment and mark student work in the area of Dental Public Health appropriately mapped to learning outcomes
- ▶ Subject coordination including the scheduling of lectures, preparation and marking of examinations.
- ▶ Attendance at Board of Examiner Meetings
- ▶ Supervise research projects associated with the GCertDPH program.
- ▶ Demonstrate active pursuit of own professional development.
- ▶ Assist with the recruitment, allocation and management of visiting academics.
- ▶ Undertake other specific tasks as required by the Supervisor or the Head of the School.

1.2 RESEARCH

- ▶ Identification of sources of funding to support individual or collaborative projects, relating to teaching, research and engagement practice in the discipline
- ▶ Develop and participate in the research activities of the discipline and supervise students.
- ▶ Encourage evidence-based practice amongst students and clinical teachers
- ▶ Collaborate to successfully publish in peer-reviewed journals and make presentations at conferences.

1.3 SERVICE AND LEADERSHIP

- ▶ Actively participate in relevant committees at School, Faculty and University levels.
- ▶ Maintain national and international links with key academics and health care organisations.
- ▶ Represent the School to external organisations and cooperate and collaborate to the greatest degree possible with public health organisations including Dental health Services Victoria.
- ▶ Promote the standing of University of Melbourne Dental Public Health in the public health, dental and general community.
- ▶ Promote philanthropy to the School and associated organisations.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A primary dental qualification registrable with the Dental Board of Australia and a postgraduate qualification in Public Health (either a Master of Public Health or PhD).
- ▶ A profile in teaching and scholarly activity as evidenced by the ability to develop assessment materials linked to learning outcomes, as well as the capacity to develop teaching materials, deliver lectures, and facilitate tutorials
- ▶ Excellent oral and written communication skills including the ability to give student feedback, and to communicate with a range of stakeholders in order to maintain strong working relationships.
- ▶ Demonstrated clinical or other teaching experience of Dental Public Health at undergraduate/DDS level
- ▶ Demonstrated ability to work independently and collaboratively in a team to achieve project goals and meet agreed deadlines.
- ▶ Demonstrated organisational skills and management of administrative tasks.
- ▶ Demonstrated capacity to engage in research

2.2 DESIRABLE

- ▶ Experience in curriculum development
- ▶ A demonstrated commitment to Continuing Professional Development.
- ▶ A demonstrated record of participating in and providing leadership in community affairs, particularly those related to the discipline, in the profession and community.

3. Special Requirements

- ▶ No previous or current notifications with AHPRA
- ▶ Compliance with a Criminal Records check with Victoria Police and Working with Children check compliance.

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/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 DENTAL SCHOOL

<http://dental.unimelb.edu.au/>

The Melbourne Dental School is a one of six schools within the Faculty of Medicine, Dentistry & Health Sciences, which is organised into five sections for teaching and research purposes. The School offers both undergraduate and graduate programs including the Doctor of Dental Surgery, the School's main graduate degree, offering entry to practice in the field of Dentistry, taking in approximately 90 students each year. The Bachelor of Oral Health is a three-year undergraduate entry to practice course with an intake of approximately 30 students per year.

The Melbourne Dental School also offers further graduate programs for current registered dentists, such as the Graduate Diploma in Clinical Dentistry (Implants), as well as the Specialist degree, the Doctor of Clinical Dentistry by coursework and minor thesis (offering clinical specialty training in all dental specialties). In 2023, the Melbourne Dental School will launch the Graduate Certificate in Dental Public Health. Melbourne Dental School facilitates world class research, allowing for research students to undertake studies under the supervision of highly respected academic and research staff. The School facilitates Continuing Professional Development programs for current oral health practitioners to meet ADA and national requirements.

The School has a combination of academic, and technical and administrative personnel. In addition, both casual and honorary staff contribute to the teaching programs of the School.

The teaching programs of the School involve extensive clinical experience, most of which is provided in the Royal Dental Hospital of Melbourne and associated clinics. The Melbourne Dental School and the Royal Dental Hospital of Melbourne work closely together in clinical service provision, in teaching and clinical research.

The School Administration Unit provides administrative support for the teaching and research activities of the School. This includes the management of the School's financial, human and physical resources, student selection and administration and all other comprehensive matters.

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 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.

6.5 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/strategy/governance>