POSITION DESCRIPTION

The University of Melbourne 
(logo)

Melbourne School of Population and Global Health

Faculty of Medicine, Dentistry and Health Sciences

Health and Wellbeing Practitioner

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| Position No | 0056418 |
| Classification | UOM 8 |
| Salary | 110,709 – $119,829 p.a. (pro rata for part-time) |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Part-time (0.5 FTE) |
| BASIS OF EMPLOYMENT | Fixed Term position available until July 31, 2024 |
| Other Benefits | <https://about.unimelb.edu.au/careers/staff-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 | Associate Professor Helen Jordan  Email h.jordan@unimelb.edu.au  Please do not send your application to this contact |

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

Acknowledgement of Country

The University of Melbourne acknowledge the Elders, and descendants of the Wurundjeri people who have been and are the Custodians of these lands. We acknowledge that the land on which we meet 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

Aligned with the University’s approach and range of wellbeing services, the Melbourne School of Population and Global Health (MSPGH) is committed to caring for the health and wellbeing of students. The Health and Wellbeing Practitioner will work collaboratively with teaching and learning leadership in the development and implementation of programs, resources and procedures related to student health and wellbeing. The Health and Wellbeing Practitioner will be expected to exercise leadership through the provision of support and assistance to all graduate students enrolled in programs offered by the School, thus supporting their ability to be fully functioning learners and successful graduates, ready for employment in a diverse range of public health policy, program and practice settings.

The position involves working with highly confidential and sensitive information, over which the incumbent must maintain the highest professional standards of confidence and discretion.

The Health and Wellbeing Practitioner will work closely with the senior academic teaching staff in the School and create strong relationships with various Student Services, including Counselling and Psychological Support services and Student Equity and Disability services, among others, at the University of Melbourne, to facilitate student referral and access to those wider support services.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

• Collaboration and teamwork

• Compassion

• Respect

• Integrity

• Accountability

# Key Responsibilities

* Aligned with the philosophy, policies and practices of the Faculty of Medicine, Dentistry and Health Sciences and The University of Melbourne the incumbent will be proactive and responsive to the emerging wellbeing needs of students within MSPGH educational programs.
* Design, deliver and evaluate programs promoting student health and wellbeing.
* Student Case Management, including:
  + Risk assessment, including appropriate intervention and safety planning.
  + Provision of timely and regular support and assistance to all students with wellbeing challenges, including, and not limited to, mental health, discrimination, bullying and harassment issues.
  + Timely documentation of student interactions and contact.
  + Provision of referrals to internal and external service providers.
  + Managing the implementation of recommendations provided from reports and/or assessments of students.
* Provide support to students via virtual telehealth means as needed.
* Deliver formal, evidence-based educational presentations to students on matters relating to health and wellbeing. Presentations may be conducted via online webinars or live virtual sessions.
* Create, manage and strengthen partnerships between local resources and external service providers to offer a coordinated welfare response to students in need.
* Develop innovative ways to integrate new knowledge in health and wellbeing for effective long-term student support and development.
* Manage the continuous cycle of improvement for student health and wellbeing.
* Manage the compliance and reporting requirements associated with monitoring student health and wellbeing.
* Provide policy recommendations regarding student health and wellbeing to the MSPGH Teaching and Learning Committee and Head of School, based on expertise, evidence and knowledge.
* Provide strategic support and advice to the MSPGH Student Wellbeing Advisory Group that is aligned and integrated with broader University policies.
* Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

# Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](http://about.unimelb.edu.au/careers/search/info/selection-criteria)

## Essential

* Relevant tertiary qualifications in Psychology, Social Work or similar, and membership of relevant registration body (AASW for Social Workers, AHPRA for Psychologists).
* Extensive case management experience in tertiary education or health/allied health environment.
* Proven experience designing and delivering group presentations.
* Excellent interpersonal skills with a demonstrated ability to develop and maintain effective relationships with stakeholders across the health & wellbeing continuum.
* Proven experience with the design, implementation and provision of wellbeing programs and support activities.
* High level of written and oral communication skills, as well as an ability to deliver online support programs and telehealth services.
* Demonstrated cultural awareness and an ability to work positively and productively with individuals from a variety of international, racial and religious backgrounds.
* Enthusiasm, energy and self-motivation with a flexible and adaptable approach to helping others.
* Demonstrated ability to adhere to professional boundaries, maintaining confidentiality and discretion.

## Desirable

* Experience in international settings.

## SPECIAL REQUIREMENTS OF this POSITION

* This position requires the incumbent to hold a current and valid Working with Children Check

# Job Complexity, Skills, Knowledge

## Level of Supervision / Independence

The Health and Wellbeing Practitioner develops and maintains significant influential networks and relationships both internally and across private and public sectors and key stakeholders.

Reporting to the Course Coordinator - Master of Public Health, the position functions with a significant degree of autonomy and self-direction in a dynamic and complex environment, utilising professional expertise and well-developed organisational and planning skills.

## Problem Solving and Judgement

The incumbent is expected to independently relate existing policy and practice and demonstrate a high degree of professional judgement and skills to most efficiently complete competing priorities and tasks.

## Professional and Organisational Knowledge

The incumbent’s significant professional knowledge and ability to think strategically is vital to assisting both individual students and cohort groups. The incumbent is expected to have or develop detailed knowledge of academic policies, organisational structures and related support services across the University and broader community.

## Breadth of the position

The Health and Wellbeing Practitioner works with a broad range of academic and professional support staff across the School and broader Faculty and University network. The incumbent will require a depth and breadth of expertise developed through extensive relevant experience and application.

# 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.

# 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:

<https://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.

# Other Information

## teaching and learning, nspgh

The MSPGH has almost 1,000 students enrolled across its predominantly graduate programs. The flagship Master of Public Health degree currently enrols approximately 700 students alongside other educational programs including the Master of Biostatistics, the Master of Science (Epidemiology), the intercalated Doctor of Medicine-Master of Public Health (MD-MPH), the double degree Master of Advanced Nursing Practice-Master of Public Health (MANP/MPH) and a suite of five Graduate Certificates. The School also offers an Honours programs within the Bachelor of Biomedicine and the Bachelor of Science. The School has approximately 130 graduate researchers enrolled in its PHD program. Approximately one fifth of students are international students.

The Director of Teaching and Learning oversees strategic direction and staff appointments in teaching and learning and the Teaching and Learning Committee provides quality assurance of programs and curriculum. Course coordinators are responsible for the day-to-day management and delivery of educational programs. The Health and Wellbeing Practitioner will be based in the School Teaching and Learning Hub alongside teaching specialists and course coordinators.

## THE MELBOURNE SCHOOL OF PoPULATION AND GLOBAL HEALTH

[www.mspgh.unimelb.edu.ai](http://www.mspgh.unimelb.edu.ai)

The Melbourne School of Population and Global Health (MSPGH) is a respected leader in the field of public health education, research and knowledge exchange.

The MSPGH was established in 2001 as the first school of its kind in Australia with a vision to make a difference in the population and public health sphere - building on the substantial assets of our University to advance public health in communities nationally and internationally - with a strong focus on Indigenous peoples.

Since its inception, the School has grown rapidly in size, scope and reputation and has consistently attracted leading academics and researchers who bring considerable skills, insights and expertise. We continue to attract increasing levels of competitive funding from governments and from a range of renowned philanthropic organisations and individuals.

The quality of MSPGH research is confirmed by the Academic Ranking of World Universities within which the University of Melbourne maintains its place as the top-ranked Australian university. The ARWU Global Ranking of Academic Subjects 2021 placed the University 16th in the world for Public Health and first in Australia.

Our researchers regularly have work published in prestigious titles including The Lancet, Nature, The New England Journal of Medicine and the Journal of the American Medical Association. The School is strongly engaged internationally with key collaborations including the World Health Organisation, Grand Challenges Canada, the Pasteur Institute and Department of Health in Vietnam, the Public Health Foundation of India and the International Association for Suicide Prevention.

The flagship Master of Public Health degree, with over 650 enrolments, forms the core of a strong teaching program alongside undergraduate teaching and a suite of specialist postgraduate coursework degrees across Biostatistics, Epidemiology, Gerontology, Health Economics, Health Informatics and Sexual Health. These programs and the School’s extensive cohort of more than 120 graduate research students make a substantial contribution to training he next generations of public health specialists and researchers nationally and internationally.

The School comprises four Centres and two Institutes that focus on key areas of population and global health that are relevant now and will have tangible impacts on the health of national and international communities into the future. These comprise the:

* + Centre for Epidemiology & Biostatistics;
  + Centre for Health Equity;
  + Centre for Health Policy;
  + Centre for Mental Health;
  + Melbourne Disability Institute; and
  + Nossal Institute for Global Health

## Budget Division

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 $630m 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.

## 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>

## 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.

## 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 <https://about.unimelb.edu.au/strategy/governance>