

Position Title	Associate Dean (Student Affairs)
Classification	Level D
School/Division	Medical School
Centre/Section	Global MD
Supervisor Title	Dean, Global MD
Supervisor Position Number	FSR
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Your work area

The University of Western Australia (UWA) Medical School is the largest and longest established medical school in Western Australia. It delivers a number of programs, including a 4-year post-graduate medical course to local, national and international students. The School also has substantial and successful research programs across most disciplines in the medical sector.

UWA has partnered with The University of Arizona (UArizona) to develop a new and innovative transnational post-graduate Doctor of Medicine program (Global MD) to run alongside its existing world-class offerings. Students undertaking the Global MD will complete 2-years of study in Western Australia and a further 2-years in Arizona. The vision of the Global MD program is to address the global primary care physician shortage and to improve access to healthcare for the wellbeing of all people.

Reporting structure

Reports to: Dean, Global MD

Your role

As Associate Dean (Student Affairs) you will, under broad direction, play a key leadership role in the curriculum development, assessment, and course accreditation of the Global MD. You will provide strategic advice to academic staff across the program in relation to student wellbeing, professionalism, transition and mentoring, and other initiatives to support the student experience.

You will work collaboratively with the existing Assistant Vice President, Student Affairs (Global MD) at UArizona as well as the Global MD Executive and represent the Dean (Global MD), Chair the Student Success Committee and represent on others as required. You will act as the key contact during critical incidents and significant student welfare concerns.

You will scope, plan and manage the professionalism strategy and process within the Global MD across all 4 years of the program including integration of ethics and professionalism and ethics into the curriculum.

Your key responsibilities

Teaching and leadership

- Provide student affairs leadership for the Global MD strategic initiatives including professionalism and ethics curriculum development, student enrolment, progression, UWA Financial Aid and formation and coordination of the Student Success Committee.
- Work collaboratively with the Assistant Vice President (Student Affairs) at UArizona and community members to implement the Student Support and Professionalism Strategy

ensures positive student learning experiences and outcomes evidence through both qualitative and quantitative student experience data

- Provide world-leading teaching, learning and assessment activities in the Global MD. The successful candidate will be expected to engage in teaching activities in their area of expertise.
- Provide expert oversight of all student professionalism matters across all 4 years of the Global MD of the Global MD.
- Develop, monitor and review a robust risk management and critical incident framework for the Global MD
- Assist with development and implementation of educational and student policies within the Global MD, ensuring consistency with University policy and strategy.
- Collaborate with UWA and UArizona and UWA MD staff on all student matters.
- Attend Medical School graduation and prize ceremonies in Perth and Tucson, Arizona.
- Other duties as directed by the Dean, Global MD.

Contributes to research outcomes within discipline or area of expertise

- Lead the Global MD research portfolio and collaborate with groups and individuals in UWA and UArizona teams as well as through wider institutional networks
- Conduct collaborative research initiatives in local, national, and international arenas.
- Develop an international profile in medical education research outputs relevant to the position.
- Serve on the Medical Education research Committee (MERC) for the Global MD.

External engagement

- Understand and positively influence external Global MD stakeholders in Australia and North America.
- Develop or maintain positive working relationships with government and industry at state and national levels and with key philanthropy and funding bodies to maximise opportunities for staff and students in the Global MD program and UWA Medical School.
- Lead engagement with Global MD alumni, adjunct and honorary staff and provide leadership on community opportunities for the Global MD program and UWA Medical School.

General management

- Create a culture that promotes the fair and equitable treatment of all staff and students consistent with UWA policy and the Global MD vision, mission and values.
- Chair or serve on Global MD Committees and working groups as required.

Your specific work capabilities (selection criteria)

Medical qualification and substantial clinical experience and leadership in student related roles
Extensive contribution to medical education with 5 or more years of leadership experience in medical schools in Australia or internationally.

A comprehensive understanding and demonstrated ability to apply contemporary student wellbeing and support theories and practices in medical education, with a focus on student doctor professionalism and ethics

Highly developed conceptual, analytical, and strategic skills including the ability to analyse complex student learning and behavioural problems to develop appropriate, effective, and innovative interventions

Demonstrated experience in successfully leading a team in a medical education environment to deliver strategic and operational advice and support for teaching quality, student learning, and innovative education practices

Excellent interpersonal, written, and oral communication skills including the demonstrated ability to work collaboratively and consult with international partners, external bodies, committees, academic and professional staff and students.

Excellent planning, organisational and project management skills including the ability to work independently, set priorities, meet deadlines and agreed outcomes, and plan and implement new initiatives and strategies

Commitment to the values of equity and diversity, demonstrated understanding of the diverse nature of the Global MD community, and a willingness to work with staff, students, and visitors from a wide range of backgrounds.

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, Learning Management systems and email

Special requirements (selection criteria)

Regional and International travel may be a requirement of this position.

Some after hour work required to accommodate different time zones

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/