

# SENIOR PLANNING OFFICER

DEPARTMENT/UNIT	Eastern Health Clinical School
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Box Hill Hospital

## ORGANISATIONAL CONTEXT

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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 – [#ChangeIt](#) 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](http://www.monash.edu/medicine).

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

**Eastern Health Clinical School (EHCS)** is one of three metropolitan clinical schools in the Monash University Faculty of Medicine, Nursing and Health Sciences. EHCS is located opposite Box Hill Hospital and represents the University's presence in the rapidly-growing area of urban and outer eastern Melbourne. EHCS comprises five Directorates and a Monash Centre.

Our five Directorates are:

- **Medical Student Programs (MSP):** The Office of Medical Student Programs is located at Box Hill, with activity at all Eastern Health clinical sites. MSP oversees the delivery of medical student teaching at all Eastern Health sites for students from Monash University and Deakin University.
- **Eastern Clinical Research Unit (ECRU):** ECRU is the mechanism by which Eastern Health undertakes its clinical trials. ECRU has a busy clinical trial portfolio across a range of disciplines.
- **Research and Higher Education:** This directorate oversees research activity by clinicians and trainees not covered by ECRU, including non-trial clinical research. It brings together the health service and the academic community, and ensures that clinicians and trainees are exposed to and are able to participate in research. The directorate also oversees Higher Degree Research Students and the EHCS laboratory-based translational research programs.
- **Turning Point:** This state-wide service in Victoria is part of Eastern Health. Turning Point's academic activities are through Monash University EHCS.
- **Health Systems and Equity:** This directorate undertakes health systems and health outcomes research, including health informatics and data science, health economics, and implementation science.

## POSITION PURPOSE

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The Senior Planning Officer provides high level and comprehensive administrative oversight for the Office of the Medical Student Programs (MSP), Eastern Health Clinical School, to enable efficient operation of the office and effective delivery of medical student programs at multiple teaching sites.

The Senior Planning Officer oversees and provides guidance and leadership for the MSP team at multiple locations to ensure efficiency and effectiveness of the overall Programs. The Senior Planning Officer coordinates rosters, schedules and programs of a high quality to provide the Medical Student programs.

**Reporting Line:** The position reports to the Directors, Medical Student Programs under broad direction

**Supervisory Responsibilities:** Not Applicable

**Financial Delegation:** Not Applicable

**Budgetary Responsibilities:** Not Applicable

## **KEY RESPONSIBILITIES**

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1. Plan, coordinate and undertake specialised administrative tasks associated with the delivery of medical student programs at multiple teaching sites across the Eastern Health Clinical School
2. Manage the assessment implementation for the Medical Student Programs including: organising exams, recruitment of examiners, student allocations and organising simulated patients
3. Collaborate and work with the Senior Clinical Site Officer MSP to ensure effective scheduling of rotations to meet curriculum requirements
4. Act as a liaison point and provide specialist skills in relation to administrative matters of MSP at all Eastern Health sites
5. Provide advice as the subject expert on a range of complex administrative issues relating to MSP data management and planning
6. Develop and maintain high level knowledge about the University medical curriculum structure and University procedures and provide accurate advice to students as required
7. Provide strategic solutions and advice on a range of complex issues
8. Build and sustain effective working relationships with a network of internal and external stakeholders and use these to facilitate communication, understand business needs and deliver effective, consistent and improved services
9. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A degree qualification in a relevant field with extensive relevant experience; or
  - extensive experience and management expertise in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.

### **Knowledge and Skills**

2. Extensive experience in planning and management, with demonstrated commitment to providing outstanding service to customers in a fast paced, busy environment and the ability to work independently under broad direction and contribute effectively as a member of a team
3. Excellent written and verbal communication and interpersonal skills including the ability to draft correspondence and reports, deal with a diverse range of stakeholders and effectively manage key relationships
4. Demonstrated experience in project management
5. Highly competent research, analytical and problem-solving skills including a demonstrated capacity to show initiative and take responsibility for a broad range of activities and functions as well as develop solutions to complex problems
6. Highly effective organisation skills including the ability to plan, prioritise tasks, work effectively under pressure, achieve goals within established timelines and operate in a methodical manner paying particular attention to detail
7. Knowledge of the structure and operations of a large university including undergraduate student administration, postgraduate student management and University administration policy and procedures

8. Comprehensive computer literacy skills including experience with contemporary business packages and tools such as the Google Suite, Microsoft Office suite of software, E-mail and the internet and the ability to acquire skills in the use of new software packages

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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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.