



## POSITION DESCRIPTION

**Department of Paediatrics**  
Melbourne Medical School  
Faculty of Medicine, Dentistry and Health Sciences

### Education program development lead

<b>POSITION NO</b>	0057835
<b>CLASSIFICATION</b>	Level C
<b>WORKFOCUS CATEGORY</b>	Teaching
<b>SALARY</b>	\$135,032 - \$155,698 p.a. (pro-rata for part time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part-time (0.5 EFT)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	A/Prof Amy Gray Tel +61 3 9345 4647 Email: <a href="mailto:azgray@unimelb.edu.au">azgray@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://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***

Melbourne Children's Campus physically brings together four organisations; The Royal Children's Hospital Melbourne (RCH), the Murdoch Children's Research Institute (MCRI), the University of Melbourne, Department of Paediatrics (UoMDoP) and The Royal Children's Hospital Foundation (RCHF). The Department of Paediatrics is committed to improving the health of children, young people and their families through excellence in Academic Leadership, Education, Research and Advocacy. The Department aims to engage lifelong learners, of any discipline, through initiatives such as The Paediatric Academy and the Education Hub on the Melbourne Children's Campus. Furthermore, there are significant opportunities for The Department to facilitate the sharing of paediatric expertise from the Campus with Health Professionals locally and globally. This may include Discovery subjects within the redesigned Melbourne MD, postgraduate courses or short course professional development opportunities.

The Education Program Development Lead will support the development, delivery and/or redesign of subjects, courses, and programs in the Department of Paediatrics. They will report to the Deputy Head of the Department of Paediatrics and work closely with other key stakeholders on Campus, including the Child and Adolescent Health Coordinator and program leads, the Education Hub team, the Paediatric Academy, and content experts. They will develop links with the Department of Medical Education, the Melbourne Medical School and teaching and learning experts in the broader Faculty and University to develop their own expertise in program development.

## ***1. Key Responsibilities***

### **1.1 TEACHING AND LEARNING**

- ▶ Coordinate the final year of the Melbourne MD Research Project subject on the Melbourne Children's Campus and the transition to the redesigned Melbourne MD, providing teaching into this subject where expertise is relevant.
- ▶ Support design and development of the Child and Adolescent Health curriculum and Discovery Subjects in the Department of Paediatrics.
- ▶ Support the development of programs for Academic Leadership, both locally and globally.
- ▶ Support the development of content or recruitment of speakers for key department events such as the annual Clinical Practice Update
- ▶ Provide expertise in tools to support program development and delivery, including the Canvas Learning Management System and other platforms.

## 1.2 RESEARCH AND KNOWLEDGE TRANSFER

- ▶ Develop approaches to education program evaluation that support collecting information about program reach and impact.
- ▶ Identify opportunities for education research around new or innovative techniques that demonstrate impact or change.
- ▶ Support stakeholders in accessing and understanding relevant literature to facilitate high-quality education design and delivery.
- ▶ Identify opportunities to present the work done through avenues such as conferences and peer-reviewed publications.
- ▶ Contribute to the Department's knowledge engagement activities, including promoting education initiatives and building a community of educational practice on the Melbourne Children's Campus.

## 1.3 SERVICE AND LEADERSHIP

- ▶ Develop stakeholder relationships on Campus to identify opportunities for education delivery.
- ▶ Attend relevant Campus meetings e.g. Education Innovation Group and administrative functions related to academic duties.
- ▶ Participate in regular staff development activities.
- ▶ Fulfil Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

# 2. Selection Criteria

## 2.1 ESSENTIAL

- ▶ AHPRA registration in Australia where required (or eligible for medical registration in Australia) or eligibility for an appropriate professional body membership.
- ▶ A higher degree in Health Professional Education or progress towards a qualification.
- ▶ An accredited qualification in one of the health professions (across Allied Health, Nursing or Medicine) employed at RCH
- ▶ Highly developed interpersonal skills with the capacity to interact positively and communicate effectively and in a timely manner with clinical and academic colleagues, support staff, and students.
- ▶ Ability to work as a part of a team to achieve excellent educational outcomes.

## 2.2 DESIRABLE

- ▶ Ongoing employment on the Melbourne Children's Campus separate from this role

## 2.3 SPECIAL REQUIREMENTS

- ▶ The incumbent will be required to hold and maintain a current Working with Children Assessment notice valid for paid work <http://justice.vic.gov.au/workingwithchildren>.
- ▶ The incumbent is expected to have, or be eligible for, an honorary or paid clinical appointment at the Royal Children's Hospital, Melbourne.

- ▶ The final scope of the role will be determined by the individual's time fraction.
- ▶ The activities for which the incumbent will be responsible for will be determined in conjunction with the Education Hub team according to work priorities.
- ▶ Work outside usual hours may be negotiated for specific activities (e.g., orientation, examination, student events etc).

### ***3. 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.

### ***4. 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.

### ***5. Other Information***

#### **5.1 DEPARTMENT OF PAEDIATRICS**

<http://medicine.unimelb.edu.au/school-structure/paediatrics>

The Department of Paediatrics is the flagship representative of the University's partnership with the Royal Children's Hospital and is co-located with the hospital in Flemington Road, Parkville.

The Department of Paediatrics is a large department within the School of Medicine. The Department has responsibility for the Child & Adolescent Health component of the Doctor of Medicine course of the School. Approximately 80 academic and professional staff, 270 honorary

academic staff, and more than 150 students are enrolled to pursue research degrees from Honours, Masters and PhD. A further 60 students undertake research in the Research Project component of the MD course. The departmental operational budget is around \$6Mpa, with a further \$6M of research income generated. Members of the Department publish more than 550 peer-reviewed publications each year.

The Department delivers a range of teaching across the clinical, biological and health sciences and within the MD program and is responsible for the teaching of child and adolescent health, paediatric surgery, and other specialties in relationship to children, adolescents and their families, including mental health. Other programs include postgraduate courses in Adolescent Health & Welfare and Genetic Counselling as well as Research Higher Degrees.

The Department of Paediatrics plays a pivotal role in the life of the Royal Children's Hospital, with its members actively involved in policy development and senior management. Members of the Department make major contributions to the development of child and youth health policy and broader aspects of health policy at national and state levels.

Working with its partners, The Royal Children's Hospital and the Murdoch Children Research Institute, the University's Department of Paediatrics' vision for the Royal Children's Hospital campus is to integrate research, teaching and clinical institute (and environment) with the overall aim of benefiting child and adolescent health.

## 5.2 THE ROYAL CHILDREN'S HOSPITAL

The Royal Children's Hospital is a state-wide teaching, training and research paediatric hospital. The hospital provides tertiary, secondary and primary child and adolescent health services, including mental health services.

The Royal Children's Hospital has a major leadership role in child and adolescent health in Victoria with state-wide specialist roles. It is a tertiary and quaternary paediatric referral centre providing specialist services and multidisciplinary clinics for sick infants, children and adolescents from Victoria, Tasmania, South Australia and southern New South Wales. The Royal Children's Hospital also provides specialised paediatric care for patients from overseas, particularly from south-east Asia, Nauru and Fiji.

The Royal Children's Hospital plays a major role in child public health, health promotion and advocacy for children and young people's health. It provides the full spectrum of medical and surgical paediatric services, as well as a number of specialist tertiary paediatric services and health promotion and prevention programs for infants, children and adolescents. These services are provided on both an inpatient and ambulatory basis.

Teaching, training and research are fundamental elements of the Royal Children's Hospital. The Royal Children's Hospital is part of a child health precinct, and in partnership with the Murdoch Children's Research Institute, the University of Melbourne, LaTrobe University, Deakin University, Monash University and RMIT University, ensures clinical services are integrally linked with teaching, training and research.

These relationships are crucial in providing opportunities for significant participation in the public health agenda for children and young people, for 'translational research' to drive laboratory and clinical findings into health promotion and prevention programs and for driving new paradigms and models of care.

## 5.3 MELBOURNE MEDICAL SCHOOL

<http://www.medicine.unimelb.edu.au/>

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs, including the Doctor of Medicine (MD), the first professional entry Masters's level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21<sup>st</sup>-century medical education.

The MMS is committed to improving the well-being of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

#### 5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://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, the 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.

#### 5.5 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>.

## 5.6 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.

## 5.7 GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and is responsible to the 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/governance>