



## POSITION DESCRIPTION

Medicine, Dentistry and Health Sciences

### MDHS Graduate Research Academic Coordinator

POSITION NO	0059543
CLASSIFICATION	Level B and C
SALARY	\$114,654 - \$136,136 (Level B) or \$140,433 - \$161,926 (Level C)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time
BASIS OF EMPLOYMENT	Fixed term for three years
OTHER BENEFITS	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
HOW TO APPLY	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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Justine Minter Email: <a href="mailto:mdhs-adgr@unimelb.edu.au">mdhs-adgr@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 website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

The Faculty of Medicine Dentistry and Health Sciences (MDHS) currently has over 1700 graduate researchers undertaking training. MDHS is seeking to expand capacity in Graduate Researcher Development and training to prepare today's graduate researchers for a successful graduate experience and employment of their choice in tomorrow's jobs.

The Graduate Researcher (Academic Lead) role will support all Graduate Researchers enrolled in MDHS by working closely with the Associate Dean of Graduate Research, Deputy Dean and Dean to develop, deliver and evaluate MDHS Graduate Researcher programs, assist with implementing industry-based PhD internships and contribute to programs the enhance supervisor and Advisory Chairs. The Graduate Researcher (Academic Lead) requires experience in academic leadership and management in Graduate Research and the ability to effectively communicate with external stakeholders and MDHS leadership. The successful applicant will also be expected to participate in key committees within the University and assist the Associate Dean of Graduate Research with other Graduate Research related responsibilities.

Candidates are asked to nominate whether they are applying at the Academic Level B or Level C and the successful candidate will be appointed at the appropriate level based upon the Selection Panel's assessment of the individual's application.

### **Key Responsibilities**

- ▶ Oversee development and coordination of MDHS Graduate Researcher professional development programs.
- ▶ Conduct analysis of MDHS Graduate Researcher professional development programs outputs and report these outcomes to the MDHS ADGR, Deputy Dean and Dean.
- ▶ Oversee the development of MDHS Graduate Research Supervisor and Advisory Chair training.
- ▶ Contribute to the development of MDHS Graduate Research Industry Internship programs that support short term industry placements during PhD candidature.
- ▶ Partner and act as a liaison with the University of Melbourne Researcher Development Unit, Research Innovation and Commercialisation, Centre for Study of Higher

Education, Graduate Student Association and other Faculties to further develop programs for MDHS Graduate Researchers.

- Communicate information about MDHS Graduate Research to supervisors and Graduate Researchers.
- Contribute to the MDHS strategic plan, especially with regards to Graduate Researcher development.
- Contribute to the Graduate Researcher Community of Practice among academic and professional staff across the University.
- Align MDHS Graduate Researcher development with Higher Education trends, future employment and 2016 ACOLA *Review of Australia's Research Training System*.
- Ensure adherence to the University's Diversity and Inclusion strategy and the Faculty's values.

## **1. Selection Criteria**

### **1.1 ESSENTIAL**

- PhD in a field relevant to health.
- Evidence of academic leadership and management experience in Graduate Researcher development including experience in establishing, co-ordinating and contributing to Graduate Researcher development programs.
- Evidence of experience in evaluating, and reporting outcomes of, activities that support Graduate Researcher development.
- Demonstrated understanding of opportunities for collaboration within the University, and external partners and sectors, to promote Graduate Research.
- Evidence of effective practice in building stakeholder engagement and consultation, including with industry partners.
- Evidence of high level written and verbal communication skills, interpersonal and relationship building skills with Graduate Researchers, supervisors and professional staff.
- Excellent time management, organisational, analytical and problem-solving skills.

### **1.2 DESIRABLE**

- Experience in supervision of Honours or Graduate Researchers (Masters or PhD) in a medical research or academic environment.
- Demonstrated understanding of higher education research policy.

### **1.3 OTHER JOB RELATED INFORMATION**

- This role may require occasional work out of ordinary hours and travel to attend conferences off site from the University of Melbourne.

## **2. 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.

### ***3. 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.

## ***4. Other Information***

### **4.1 FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES**

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 overall research revenue of more than \$420m in 2021 places us as the largest health research university in Australia. This compares with ~\$85m in commercialisation/industry/government income, 41 IP disclosures and 11 patents filed, and 10 investments in IP assets in 2021 which is a solid base that we seek a step change in as we encourage innovation and entrepreneurship, and industry and government engagement by our academics. The Faculty has a student teaching load in excess of 8,800 equivalent full-time students including more than 2,300 research higher degree students. The Faculty has more than 1,700 Academic staff including more than 1,300 research academics and teaching staff, additionally employing more than 800 professional staff. Caring for people is at the heart of what we do. Our Faculty values guide our ways of working and we are committed to a diverse and inclusive culture that enables our staff and students to reach their full potential. This includes our commitment

to progressing gender equity which is aligned with the University's Athena SWAN Bronze Award from SAGE (Science in Australian Gender Equity), and championing the Pride in Action Network, the University's inaugural LGBTQIA+ ally network. The Faculty appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP). We continue to build on this to expand opportunities for Indigenous participation in study and academic pursuit, and the training of the next generation of Indigenous health professionals and academics. Indigenous employment, student recruitment and retention, cultural recognition, embedding Indigenous knowledges into our curriculum and building partnerships with the Indigenous community are key areas of development. Our Indigenous students, teachers and researchers are an asset to this Faculty, adding to our great diversity of expertise and knowledge. Between 2015-2020 the Faculty attracted \$46.2m in research income related to Indigenous health with just over a third (37%) of this research led by an Indigenous CI. The Melbourne Poche Centre for Indigenous health, our Ngurra Jurrajak master's student in-take program, Indigenous teaching and learning community of practice and Indigenous Studies Unit, among others, are working toward understanding, redefining and enabling possibility for Indigenous futures. Indigenous staff numbers are growing in all these areas across Faculty. Our Indigenous scholars and professional staff are represented across our Schools and come together through our Faculty Indigenous Network.

#### 4.2 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>

#### 4.3 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.

#### 4.4 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>