



## POSITION DESCRIPTION

Department of Medical Education  
Melbourne Medical School

### Program Manager, Course Advisor Program

POSITION NO	0053448
CLASSIFICATION	UOM 7
SALARY	\$96,002.00 - \$103,921.00 per annum (pro-rata for part-time)
SUPERANNUATION	Employer contribution of 10%
WORKING HOURS	Part-time (0.6-0.8 FTE)
BASIS OF EMPLOYMENT	Fixed-term position: 12 months
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/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	Lisa Cheshire Tel + 613 8344 3252  Email <a href="mailto:cheshire@unimelb.edu.au">cheshire@unimelb.edu.au</a>  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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Course Advisor Program Manager will play a key role in the redesigned Doctor of Medicine (MD) course, through the establishment of the Course Advisor Program.

The Course Advisor Program will support students across the four years of the MD, with the aim of maximising individual student's learning experiences through the new flexible course design. The Program will facilitate student decision making and course planning in the context of the students' emerging vocational intent, personal interests, performance, prior learning and experiences.

The Course Advisor, Program Manager will be responsible for the development of the program, including creation of systems, resources, policies and procedures. The incumbent will require well-established program management skills and ideally have experience with similar course advisor or student support programs.

The position is based in the Department of Medical Education, Melbourne Medical School, Faculty of Medicine, Dentistry and Health Sciences, University of Melbourne. The incumbent will work closely with the Course Director, Course Advisor Lead, the MD Redesign Project Manager, the MD Redesign Implementation Manager, as well as academics and stakeholders across the University, whilst also engaging and collaborating with similar established programs, internally or externally.

The position is a fixed-term part-time appointment to lead the establishment of the Course Advisor Program.

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 staff to live our values of: Collaboration and teamwork, Compassion, Respect, Integrity and Accountability.

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

- ▶ Implement the Course Advisor program for the redesigned Doctor of Medicine, launching 2022.
- ▶ Develop key resources and information systems to support current and prospective students in course planning and decision making, and staff in providing advice to students.
- ▶ Develop policies, guidelines, procedures and system support to manage course advisor delivery.
- ▶ Engage with other universities, as well as Melbourne University Faculties, clinical schools and student representatives in the program design, seeking exemplars of similar programs, sharing resources and building relationships to promote success of the program.
- ▶ Implement an evaluation program to ensure continuous improvement to the program's processes and outcomes whilst contributing to research based around the evaluation.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ A degree with substantial relevant experience or an equivalent combination of relevant experience and/or education/training
- ▶ Demonstrated experience in program management, including the development of new systems, resources, and training to ensure success of the program.
- ▶ Excellent organisational skills, including the ability to establish quality program standards and drive a culture of innovation, learner-centred support and service excellence.
- ▶ Excellent communication and interpersonal skills including the ability to foster collaboration across diverse areas of the organisation.
- ▶ High-level analytical and problem-solving skills with the ability to deliver creative solutions across the University and Faculty.
- ▶ Demonstrated ability to develop and implement new policies, procedures and initiatives and to maintain a cycle of continuous improvement.

### **2.2 DESIRABLE**

- ▶ Experience in the higher education sector and/or medical education.
- ▶ Experience in the development and/or delivery of similar course advisor programs.

### **2.3 OTHER JOB RELATED INFORMATION**

- ▶ Occasional work out of ordinary hours and travel may be required.

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent will work under the broad direction of the Course Director, Course Advisor Lead and the MD Redesign Project Manager and Implementation Manager, at times taking direction from the Department Manager, Department of Medical Education, Melbourne Medical School.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The incumbent is expected to be professional and show insight in solving problems given the time-critical and collaborative nature of the work they undertake and to exercise discretion in determining where consultation with the MD Redesign team is required.

The incumbent is required to provide a high degree of teamwork, an ability to prioritise and be responsible for delivering quality services. The incumbent is expected to build and maintain effective relationships/networks with academic, clinical and professional staff within the Melbourne Medical School to ensure a seamless interface.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to have detailed knowledge of relevant educational systems and act as the curriculum and learning expert in providing advice to staff, students and technical teams.

The incumbent must have a sound understanding of the structure and teaching requirements of the Doctor of Medicine program, the Discovery pathways and subject options, knowledge of Clinical Schools, affiliated clinical sites and key staff involved in the delivery of the program.

### 3.4 RESOURCE MANAGEMENT

A broad understanding of available resources and judgement based on the project needs is required.

### 3.5 BREADTH OF THE POSITION

The incumbent will have a wide range of developmental responsibility working with complex processes and systems. The incumbent will liaise with a range of staff including professional and academic staff within the Melbourne Medical School, and the Faculty of Medicine, Dentistry and Health Sciences, as well as with the broader University community and potentially the medical profession.

## 4. *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 University's People Strategy 2015-2020 and policies that address 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 Growing Esteem.

## 5. *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:

<http://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.

## **6. Other Information**

### **6.1 DEPARTMENT OF MEDICAL EDUCATION**

<https://medicine.unimelb.edu.au/school-structure/medical-education>

The Department of Medical Education was established as a department within the Melbourne Medical School in 2015. It has responsibility for the delivery of the Doctor of Medicine (MD) course, research in medical education and a range of professional development postgraduate and non-award programs.

As the first Australian professional entry masters level program, the Melbourne MD creates a new benchmark in 21st century medical education. It delivers advanced clinical and academic training to ensure students are prepared for the challenges of a high-quality medical internship. The MD is a 4-year program with an intake of approximately 350 students per year. The degree is delivered through our Parkville campus, metropolitan and rural Clinical Schools, partner organisations.

The Department delivers high quality research-informed postgraduate and professional development programs, facilitated by leaders in the field of health professional education. Created for clinicians from any discipline these programs are designed as professional development for health professionals in the areas of clinical teaching, clinical leadership and clinical research.

The research groups within the department focus scholarly engagement within a number of key research interests in medical education:

- Work Integrated Learning
- Curriculum, Assessment and Evaluation
- Healthcare Communication
- Student Engagement and Experience

The department employs approximately 350 staff to deliver the education, research and engagement activities of the department. This is complemented by a large, actively engaged honorary staff network.

### **6.2 MELBOURNE MEDICAL SCHOOL**

[www.medicine.unimelb.edu.au](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 level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing 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.

### 6.3 FACULTY OF MEDICINE, DENTISTRY & 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, 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

### 6.4 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>.

## 6.5 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.

## 6.6 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>

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