



POSITION DESCRIPTION

Faculty of Medicine, Dentistry and Health Sciences

Project Manager — Leaders in Indigenous Medical Education (LIME) Program

POSITION NO	0055781
CLASSIFICATION	UOM 7
SALARY	\$96,002 - \$103,921 p.a. (pro-rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time / part-time
BASIS OF EMPLOYMENT	Fixed-term position for 12 months Fixed-term contract type: Externally Funded
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Shayne Bellingham LIME Senior Project and Research Manager Tel +61 3 83440956 Email shayneb@unimelb.edu.au <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

Position Summary

Under the direction of the LIME Senior Project and Research Manager, the Leaders in Indigenous Medical Education (LIME) Project Manager will take a lead in overseeing, planning, and implementing key projects and events of the LIME Network. These include events, funder and stakeholder engagement, seminars, development of resources and publications as well as the LIME website and online tools. The position will also develop and manage the program budget, and is responsible for financial and narrative report writing. This role will involve staff management.

This position requires a keen and dynamic individual, with the ability to be a team player, and a desire to contribute to an exciting program at the cutting edge of improvements in Aboriginal, Torres Strait Islander and Māori health and medical education.

The Leaders in Indigenous Medical Education (LIME) Network promotes and supports effective teaching and learning about Indigenous health in medical education; and the successful participation of Indigenous people in medical education programs. The LIME Network provides its members with opportunities for collaboration on research, curriculum development and implementation, and Indigenous student recruitment and graduation initiatives; peer support and feedback; and sharing of information and resources. THE LIME Network is also keen to support the professional development on Aboriginal and/or Torres Strait Islander staff based at the University of Melbourne.

The LIME Network is a program of the Medical Deans Australia and New Zealand, funded by the Australian Government Department of Health, and is hosted by the Faculty of Medicine Dentistry and Health Sciences at The University of Melbourne.

More information on the LIME Network is available at: www.limenetwork.net.au

1. Key Responsibilities

Under the direction of the Senior Project and Research Manager, the LIME Project Manager will manage and implement projects that support the LIME Network to achieve its aims and objectives. Key responsibilities include the following:

- ▶ Manage the planning and budget requirements for the Program's activities, monitor expenditure and ensure timely financial and narrative reporting on these to Medical Deans and the Commonwealth Government.
- ▶ Manage the coordination of events, including management of staff, committees, volunteers and contractors.
- ▶ Implement and manage a consistent, accurate and accessible systems of information storage and retrieval, including filing system for the LIME Network and associated events.
- ▶ Manage stakeholder engagement with the LIME reference groups, including organising meetings, preparing agendas and meeting papers and taking and disseminating minutes.
- ▶ Manage stakeholder engagement and collaboration in Indigenous health and medical education
- ▶ Manage the coordination of the Biennial LIME Connection Conference, including:
 - Fundraising, stakeholder engagement and sponsorship
 - Development of key sessions for student, specialist trainees, and non-medical healthcare education disciplines
 - Committee Management
 - Website and App development.

- ▶ Manage the ongoing development and delivery of LIME Program activities including:
 - Slice of LIME Seminars
 - LIME Good Practice Case Studies publication
 - External submissions and feedback
 - LIME Network newsletter
 - LIME Network website and social media accounts
 - Quality review tools for medical schools and specialist colleges
 - Pathways into Medicine and Specialisation databases
 - Pathways into Specialisation Videos
 - Engagement with Deans of Medicine and Presidents of Specialist Medical Colleges or their representatives
 - Ongoing evaluation of Network activities
- ▶ Manage and coordinate professional development and mentoring opportunities for Network members.
- ▶ Support the development of a community of practice for other healthcare disciplines involved in medical education
- ▶ Support the development on an evaluation framework for LIME Network activities
- ▶ Liaise with Medical Deans and the Australian Government Department of Health in relation to program management.
- ▶ Represent the LIME Network at conferences and other events.
- ▶ Supervise LIME staff members and other external contractors.
- ▶ Other duties as directed, consistent with the classification of this position.
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ High level interpersonal and verbal communication skills with the ability to liaise and engage with a range of people including students, academics, representatives from external organisations, governments and Indigenous community members.
- ▶ Significant and demonstrated project management experience including coordinating management of multiple projects simultaneously.
- ▶ Demonstrated experience in the generation of project plans, budgets, and high level financial and narrative project reports.
- ▶ Excellent written communication skills.
- ▶ A demonstrated knowledge and deep understanding of Indigenous communities and cultures, and the issues affecting these communities.

- ▶ Ability to work autonomously with considerable independence.
- ▶ High level ability to initiate, develop and implement effective workplace practices and processes and convey complex information to colleagues.
- ▶ High level problem solving skills with the ability to exercise judgement and initiative with the ability to be adaptive to changing priorities, accepting of new ideas, willing to meet new challenges.
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines.
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite.

2.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector.
- ▶ Experience in software such as InDesign and Illustrator.
- ▶ Experience in Wordpress or similar

2.3 SPECIAL REQUIREMENTS

- ▶ Willingness to work outside standard University working hours if necessary. Time off in lieu for overtime worked is provided at the mutual agreement between the Program Manager and their supervisor in accordance with University policy guidelines.
- ▶ Some local, interstate and international travel will be required.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under broad direction with a degree of autonomy.

The incumbent may have management responsibility for a functional area and/or manage other staff including administrative, technical and/or professional staff.

3.2 PROBLEM SOLVING AND JUDGEMENT

The employee would be expected to make policy recommendations to others and to implement programs involving major change which may impact on other areas of the institution's operations. The incumbent is responsible for program development and implementation. The incumbent is expected to provide strategic support and advice requiring integration of a range of university policies and external requirements, and an ability to achieve objectives operating within complex organisation structures.

A high level of problem solving competency is required in this position as there is a need to engage with a range of stakeholders. Sensitive and sensible judgment is also required particularly in relation to the need for working in a culturally appropriate and safe environment.

Sound analytical and logical skills are required in this role and the capacity to collaborate with staff in a range of university settings will be required.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to develop new ways of using a specific body of knowledge which applies to work assignments, or may involve the integration of other specific bodies of knowledge. An excellent understanding of events and communications management, and the development and utilisation of resources to deliver agreed targets and strategies is also required. The successful applicant will be expected to have and/or develop a working knowledge of the Indigenous Australian Health sector and to demonstrate that they can operate effectively in a university context, in particular in relation to administrative, financial and human resources management systems.

3.4 BREADTH OF THE POSITION

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application. The role has significant and high level planning, program and coordination functions

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 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.

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 THE LIME NETWORK

www.limenetwork.net.au

The LIME Network is co-located with the Melbourne Poche Centre for Indigenous Health (<http://poche.mdhs.unimelb.edu.au>) within the Faculty of Medicine, Dentistry and Health Sciences.

The Network's objectives are set out as follows:

1. Quality Review

Encourage medical and specialist medical colleges to devise and implement internal review processes by which they can evaluate the quality of Indigenous health curriculum and the effectiveness of initiatives to support the successful participation of Indigenous people in medical education programs.

2. Professional Development, Capacity Building and Support

Encourage Network members and their colleagues to engage with and deliver initiatives in Indigenous health education.

3. Recruitment and Graduation of Indigenous Health Professionals

Encourage best practice in the recruitment and graduation of Indigenous doctors and specialists.

4. Professionalisation of the Discipline, Research and Evaluation

Encourage the development of Indigenous health as its own discipline by providing opportunities for networking, collaboration, and information sharing.

5. Multi-sectoral Networking

Encourage LIME Network members and their colleagues to work collaboratively, build linkages and share information across disciplines in health professional education, and with stakeholder organisations.

6. Advocacy and Reform

Contribute to Indigenous health education, and related health workforce issues through the provision of policy advice and recommendations to relevant organisations as appropriate.

7. Evaluation

Develop and assess frameworks to measure success and potential improvement areas of the programs implemented

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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 \$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.

6.3 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>

6.4 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.

6.5 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>