



POSITION DESCRIPTION

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

Life-long Learning Coordinator

POSITION NO	0052545
CLASSIFICATION	Lecturer (Level B)
WORK FOCUS CATEGORY	Academic Specialist
SALARY	\$105,232 - \$124,958 p.a. (<i>pro-rata for part time</i>)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.4 EFT)
BASIS OF EMPLOYMENT	Fixed-term position available for three years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Sarath Ranganathan Tel +61 3 9345 5419 Email: sarathr@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 websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

Melbourne Children's physically brings together four organisations; The Royal Children's Hospital Melbourne (RCH), the Murdoch Childrens Research Institute (MRCI), the University of Melbourne, Department of Paediatrics and The Royal Children's Hospital Foundation (RCHF). In addition, the Education Hub is a collaboration between the Department of Paediatrics and RCH which functions to bring together and enhance education on the Campus by growing educators, leveraging technology for education, consulting on education needs, and driving education research.

A strategic priority of the Department of Paediatrics is to develop programs pertaining to life-long learning and learners on the Melbourne Children's Campus. Under this banner there are several priority areas of work. These include engagement of honorary staff members in activities of the Department and its contribution to Campus; development of Discovery subjects for the newly redesigned Melbourne MD to enable paediatric expertise from the Campus to be represented in the curriculum; development of mentoring networks within the Department for all staff and students on Campus; and the creation of education opportunities which showcase achievements, alongside the breadth and depth of expertise on Campus.

The Life-long Learning Coordinator will support the development and implementation of these activities working with the Education Hub team, UoM course coordinators, other departmental staff and key stakeholders and topic experts on Campus.

The Coordinator will be directly associated with the Department of Paediatrics and report to the Academic Lead of the Education Hub.

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 leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

See classification descriptions for further information about activities expected at each level. Classification of academic staff is provided at:

https://about.unimelb.edu.au/__data/assets/pdf_file/0024/55554/MPF1157-ScheduleB.pdf

The activities for which the incumbent will be responsible will be determined in conjunction with the Education Hub team, according to work priorities.

As a key member of the Department and the Education Hub, contribute to the development of programs pertaining to lif-long learning and learners at the Melbourne Children's Campus including

1.1 TEACHING AND LEARNING

- ▶ Actively support the development of content for Discovery subjects for the Melbourne MD by consulting with key stakeholders, curating resources and designing additional education content including multimedia resources.
- ▶ Actively support engagement of Honorary staff of the Department in activities aimed at life-long learning on the Melbourne Children's Campus.
- ▶ Develop a mentoring pathway to connect clinicians and other staff from the broader Melbourne Children's Campus with expertise within the UoMDoP.
- ▶ Participate in the teaching activities of the Department of Paediatrics.
- ▶ Engage alumni and recently graduated higher degree students in ongoing department activities
- ▶ Develop of programs that celebrate and engage recently promoted academic staff.

1.2 RESEARCH AND RESEARCH TRAINING

- ▶ Evaluate education programs or content developed and implemented as part of this role.
- ▶ Undertake or contribute to the design, conduct or reporting of education research on the Melbourne Children's Campus.

1.3 SERVICE AND LEADERSHIP

- ▶ Provide a continuing high level of personal commitment to life-long learning and the opportunities that exist both within the Department, and externally.
- ▶ Actively participate in the communication and dissemination of life-long learning opportunities in the Department to the Melbourne Children's Campus and external interest groups.
- ▶ Be involved in administrative matters within the Department and actively participate at the Department or School meetings and committees.
- ▶ Participate in regular staff development activities.
- ▶ Role-model Faculty values: collaboration & teamwork, compassion, respect , integrity and accountability.
- ▶ Ensure Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities are met 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 membership of an appropriate professional body.
- ▶ An accredited qualification in one of the health professions employed at RCH, across Allied Health, Nursing or Medicine
- ▶ Enthusiasm, experience and commitment to provide quality clinical teaching/education

- ▶ 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.
- ▶ Experience in working with minimal supervision, and ability to prioritise tasks to achieve project objectives within timelines.

2.2 DESIRABLE

- ▶ Enrolment in or completion of post graduate training in Clinical Education or a related field.

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.
- ▶ Work outside usual hours may be negotiated for certain activities (e.g. Orientation, examinations, student events etc.).

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/topics/responsibilities/>

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 PAEDIATRICS

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

The Department of Paediatrics is the flagship representative of the University 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. There are approximately 80 academic and professional staff, including 25 professorial positions, 430 honorary academic staff, and more than 150 students who are enrolled to pursue research degrees from Honours, Masters and PhD. Approximately 220 students rotate throughout the year undertaking the CAH clinical studies, and a further 60 students undertake research in the MD Research Project component of the MD course. In 2019, the total research income for the Department was over \$5.5M and members of the Department published more than 1190 peer reviewed publications.

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 post-graduate courses in Adolescent Health & Welfare, Genetic Counselling and Genomics & Health 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 being 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 also to broader aspects of health policy at a national and state level.

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

6.1.1 MELBOURNE CHILDREN'S CAMPUS

<https://www.melbournechildrens.com/about/>

Melbourne Children's is a fully integrated academic paediatric teaching hospital and research institute which is unique in Australia and acclaimed internationally. Bringing together four outstanding organisations, The Royal Children's Hospital, the Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation, the Melbourne Children's is a single, purpose-built and multi-award winning campus in the city of Melbourne.

The purpose of the Melbourne Children's is to collaborate, as world leaders, in advancing child and adolescent health through prevention, early intervention and health promotion,

together with the highest quality clinical care, outstanding research and comprehensive education and training. Together the partnership forms an interwoven, symbiotic relationship delivering high quality clinical services underpinned by research and education. Collectively the independent entities contribute to a paediatric health sciences precinct which is greater than the sum of the parts. The presence of each benefits the other, ensuring the primary focus of each entity is achieved.

The Royal Children's Hospital Foundation provides invaluable philanthropic support to Melbourne Children's, enabling the campus to pursue innovative, world-leading clinical, research and teaching opportunities to deliver high quality paediatric care and successful prevention strategies.

6.1.2 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.

6.2 MELBOURNE MEDICAL SCHOOL

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

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. The School is ranked ninth in the world (Times Higher Education World University Rankings 2019 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading hospitals in both the public and private sectors, as well as with leading medical research institutes and centres, nationally and internationally.

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.

With nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) the MMS has over 900 academic and professional staff members who are located at the University of Melbourne's Parkville campus or are embedded within health services throughout metropolitan Melbourne and rural Victoria. In addition, MMS staff are privileged to work alongside over 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students.

MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD) which is the School's flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia and set a new benchmark in medical education.

MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. With an annual research income of \$88.5 million the research effort of the school is highly collaborative and spans basic to translational research. MMS has nearly 550 higher degree by research candidates.

School staff members also actively lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service.

Under the leadership of Professor John Prins, MMS is undertaking exciting new developments including a major review of the MD curriculum, an emphasis on the clinician-scientist career trajectory (in partnership with affiliated Hospitals, Medical Research Institutes and Foundations), and a reinvigorated focus on clinically relevant research. These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership positions across the School. These positions present a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

6.3 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.

6.4 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 <http://www.unimelb.edu.au/governance>