



THE UNIVERSITY OF  
MELBOURNE

Appointment of  
**Academic Director, Custom and  
Professional Education (Health)**

The Faculty of Medicine, Dentistry and Health Sciences



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THE UNIVERSITY OF  
MELBOURNE

*‘Welcome to the Faculty of Medicine, Dentistry and Health Sciences. For more than 150 years, our University has been contributing to the health and wellbeing of our society. We train the very best clinicians, we work on internationally-competitive research issues and we graduate the very best students in all areas of health, medicine and biomedical research.’*

**Professor Shitij Kapur**  
**Dean, Faculty of Medicine, Dentistry and Health Sciences**  
**Assistant Vice-Chancellor (Health)**







# The Faculty of Medicine, Dentistry and Health Sciences

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) is Australia's pre-eminent medical, health sciences and biomedical faculty and is recognised for its research, teaching training and policy leadership across all of these.

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The Faculty employs more than 1,900 members of staff, attracts more than 8,000 students each year and comprises six schools; 33 departments, centres and institutes; and 128 courses. It contributes almost 50 per cent of all research conducted across the University.

The Faculty is Australia's overall leader in clinical, pre-clinical and health sciences and was ranked 9th globally in 2018 by the Times Higher Education World University Rankings. In the field of clinical medicine and pharmacology, the Jiao Tong ranks the University of Melbourne as the first in Australia and number 26 in the world in 2017. The University educates more health professionals, graduates, research and higher degree students and attracts more national competitive funding than any other Australian university.



Co-authorship with more than 140 countries in the last five years. Top five countries are United States, England, Canada, Germany and the Netherlands.



Annual research income of more than AUD\$ 225million: 50% of the University of Melbourne total.



More than 4,000 peer reviewed publications every year: 44% of publications include an international co-author.



Approximately 1,500 graduate research students conduct research supervised by over 1,500 staff and honoraries across the Faculty's six schools and in affiliated health services and research institutes.



University departments are embedded in a range of health services including the Austin Hospital, Northern Hospital, Royal Melbourne Hospital, St Vincent's Hospital, The Royal Women's Hospital and rural partners such as Goulburn Valley Health.



The Faculty employs over 1,300 academic research staff. Hospital departments employ 39% of MDHS academic staff. The University has over 2,000 hospital-based honorary staff and more than 500 honorary staff in partner institutes.



Consistent with the introduction of the Melbourne Model, the Faculty offers a suite of professional entry masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Science (DDS), and the Doctor of Physiotherapy (DPhysio). There are also a number of other successful graduate level programs such as the Master of Biomedical Science, Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry, and many more in nursing, social work, health sciences and psychology. These programs which are unparalleled in the Australian higher education system provide new approaches to educating healthcare professionals and are specifically designed to better align student attributes to the sector's needs.

The Faculty has strong collaborative links within the Melbourne Biomedical Precinct, as well as with many leading national and global research institutes, clinical centres and health-related industries. These collaborations provide students, researchers, educators and clinical academics with excellent resources and infrastructure. They have led to significant medical breakthroughs; and fostered new world-class facilities such as the Victorian Comprehensive Cancer Centre, the Melbourne Brain Centre, the Peter Doherty Institute and the Royal Children's Hospital campus.





# The University of Melbourne

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Established in 1853, the University of Melbourne is a public-spirited institution with an outstanding reputation for excellence in research, learning and teaching, and engagement.

With a history of more than 160 years, the University occupies a special place in the heart of Melbourne's intellectual and cultural scene. It offers a vibrant and stimulating environment for more than 7,000 staff members and 50,000 students, including 12,000 international students from more than 120 countries. It has an annual budget exceeding AUD\$ 2billion.

Ranked as the leading university in Australia, and situated at 39 on the Academic Ranking of World Universities (ARWU), it is consistently situated among the fastest-rising research universities. The University is counted among the best in the world – 32 by the Times Higher Education (THE) and 26 by the US News & World Report Rankings.

## The Melbourne Model

Building on long-standing traditions of leadership and innovation in teaching and embracing international developments in curriculum design, the University introduced the Melbourne Model in 2008. The distinctive educational model offers degrees in three broad cycles. At Bachelor level, students select from one of six broad degrees (offering a total of 87 major fields of study) and a limited number of specialist offerings. These programs lay the intellectual foundations for future employment or further study. Most professional qualifications are subsequently offered at Masters level, where students can choose from a variety of professional or specialist graduate programs offering intensive graduate-level experiences that promote deep professional learning. At Doctoral level, students work alongside and are nurtured by international research leaders in a broad range of fields.

The Melbourne Model's curriculum combines academic breadth with disciplinary depth to strategically reposition the University in an increasingly globalised higher education framework. The University prepares its students to enter a world marked by rapid change where graduates must possess the applicable knowledge, and flexible and adaptable skills, to succeed.

# Position Summary and Selection Criteria

**The Academic Director, Custom and Professional Education (Health) will provide academic direction and leadership in the development of professional, continuing and executive education within the Faculty of Medicine, Dentistry and Health Sciences (MDHS). This is aligned with the University's strategic directions in further developing professional, continuing and executive education, through the Melbourne School of Continuing and Professional Education (MSPACE), established in January 2018.**

You will be internationally recognised as a successful innovator in contemporary professional, continuing and executive education, including the use of blended learning with digital technology, and online education. You will build successful relationships and collaborate effectively with colleagues to provide academic leadership in digital education that will encompass both existing award and non-award programs and new programs. The Academic Director will report to the Associate Dean, Learning and Teaching, MDHS. Your role will be to liaise with relevant MDHS teaching partners and University and external stakeholders to identify development opportunities in award and non-award professional, continuing and executive education that will advance the faculty's strategic goals. You will work with relevant stakeholders to ensure the successful development, approval and implementation of sustainable award and non-award offerings that provide social and economic value. Ideally, you will have relevant experience in the health sector.

This position description should be read in conjunction with the University of Melbourne. Expectations of a Professor: <https://staff.unimelb.edu.au/human-resources/academic-careers-@-melbourne/promotion/Leadership-Roles-of-Melbourne-Professors-April-2017.pdf>

## Key Responsibilities

### Leadership and Service

- Lead the development and implementation of a new faculty strategy to expand and promote its learning and teaching agenda in professional, continuing and executive education
- Lead the development of high quality award and non-award professional, continuing and executive education programs in MDHS that support emerging national workforce needs that align with the faculty's course sustainability principles
- Build and maintain successful relationships with relevant stakeholders to ensure the effective development, approval, design and implementation of these award and non-award programs
- Lead educational innovation and digital teaching, learning and assessment in MDHS, in alignment with the faculty's strategic objectives to add social, cultural and economic value
- Provide advice to faculty colleagues in the area of educational innovation, including the use digital technologies for curriculum design and delivery, teaching, learning, and assessment, and securing teaching and learning innovation income
- Foster collaboration and consult effectively with University partners, notably the Melbourne School of Continuing and Professional Education (MSPACE), in the area of professional, continuing and executive education
- Effective modelling and promotion of Faculty and University values including diversity and inclusion and high standards of ethics and integrity: <http://mdhs.unimelb.edu.au/beyond2018/people-and-culture/our-values>

### Teaching and Learning

- Provide influential leadership, guidance and advice in the teaching and learning agenda, to ensure professional, continuing and executive education within MDHS is relevant, innovative and of the highest quality
- Make a significant contribution to the evaluation of current and new professional, continuing and executive education programs in the national and international competitive context
- Maintain national and international peer recognition in educational innovation and learning technologies, research and engagement.
- Develop and maintain strong internal and external partnerships specifically designed to lead and enhance award and non-award professional, continuing and executive education in MDHS.
- Active mentoring and guidance for development of academic staff careers in the teaching and learning domain, both at the broad strategic and individual level.

## Selection Criteria

### Essential

- A PhD or equivalent professional qualification in a relevant discipline
- Evidence of strong and active leadership in professional, continuing and/or executive education, and the delivery of custom education programs
- Significant track record in working with internal and external stakeholders in the development and implementation of successful custom education programs within the higher education sector
- Outstanding ability to plan at both strategic and operational levels with the organisational skills to ensure the delivery of complex programs and services
- Excellent ability at assessing programs that employ a variety of modes of delivery, particularly digital teaching, learning and assessment.
- Demonstrated leadership in fostering the academic activities of others and making an internationally esteemed and significant contribution to the advancement of teaching and learning
- Ethical leader who values and builds diverse and inclusive teams, working effectively with individual differences
- Excellent interpersonal and communication skills, with an ability to work collaboratively, influence, develop and maintain relationships with key stakeholders
- Evidence of successful innovation and peer recognition in professional education at a national and international level
- Evidence of current scholarly leadership and evidence-based practice in education, professional education, educational innovation and/or educational technology

### Desirable

- Relevant experience in the health sector





# Living and Working in Melbourne

## Geography

Melbourne is the capital city of Victoria - and is the second largest city in Australia with a population of more than 4.5 million people and a metropolitan area of 9990.5 km<sup>2</sup>. The Economist Intelligence Unit has rated Melbourne the world's most liveable city for six consecutive years, based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University's main Parkville campus is based, covers 37.7 km<sup>2</sup> and has a population of more than 143,000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is home to residents from 180 countries who speak more than 233 languages and dialects and follow 116 religious faiths. The Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung people of the Kulin Nation are the traditional owners of the land now known by its European name of Melbourne.

The City of Melbourne is recognised as Australia's cultural capital with a number of world-class galleries and museums,

internationally renowned food and wine regions, and an impressive year-round calendar of events catering for all tastes.

## Parkville Campus

The Parkville campus provides easy access to cafes, shops and services; libraries with extensive collections; as well as cultural and sporting facilities. Nearby Lygon Street is home to a huge variety of cafes and shops while the northern end of the University is adjacent to the popular Princes Park hosting a range of outdoor activities.

Parkville is recognised as the hub of Australia's premier knowledge precinct, comprising eight hospitals as well as numerous leading research institutes and knowledge-based industries. Although a sizable portion of the Faculty of Medicine, Dentistry and Health Sciences is located in Parkville, the Faculty also has academic departments co-located at a range of health services throughout the Melbourne metropolitan area and rural and regional Victoria. These include St Vincent's Hospital, The Royal Victorian Eye and Ear Hospital, the Austin Hospital, Western Health, Northern Health as well as the Department of Rural Health based at Shepparton in the Goulburn Valley with health services affiliations to almost 40 smaller towns in rural Victoria.





## People and Benefits

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The University is committed to providing an intellectually stimulating and personally rewarding workplace that attracts people who are the best in their professional, academic and teaching fields.

Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. The University is proud of its many staff who have been recognised through prestigious national and international awards and membership of Australia's learned Academies. Among the many scholars of international renown at the University is the winner of the Nobel Prize – Professor Peter Doherty (Physiology and Medicine) and many other public intellectuals and scientific leaders.

### The Benefits

The University offers staff more than just a job – it offers them an opportunity to be part of a dynamic world-class organisation which provides its staff with exceptional benefits and support at every stage of their life and career:

- Working in a culturally inclusive environment
- Engaging in an active and vibrant campus life
- A focus on health and wellbeing
- Outstanding staff benefits in addition to competitive salary packages

Staff benefits on offer at the University include the opportunity to salary package everything from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs and circumstances, including generous relocation support. University course fees can also be salary packaged and come at a 25 per cent discount for staff and their immediate families.

The University also offers a family friendly environment for individuals that need increased flexibility, providing generous leave and working conditions. The University has been recognised as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of Athena SWAN in Australia.



## Further Information and Website Addresses

General information about the University of Melbourne is available through its website at [www.unimelb.edu.au](http://www.unimelb.edu.au)

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**About the University of Melbourne**  
[about.unimelb.edu.au](http://about.unimelb.edu.au)

**The University of Melbourne's Strategic Plan 2015-2020:**  
*Growing Esteem*  
[growingesteem.unimelb.edu.au](http://growingesteem.unimelb.edu.au)

**2017 Annual Report**  
[https://about.unimelb.edu.au/\\_\\_data/assets/pdf\\_file/0015/28104/2017-annual-report.pdf](https://about.unimelb.edu.au/__data/assets/pdf_file/0015/28104/2017-annual-report.pdf)

**Faculty of Medicine, Dentistry and Health Sciences**  
[mdhs.unimelb.edu.au](http://mdhs.unimelb.edu.au)





# Appointment Process and How to Apply

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Applications should consist of a full curriculum vitae detailing academic and professional qualifications, full employment history and relevant achievements. CVs should be accompanied by a covering letter describing briefly how candidates meet the criteria outlined in the selection criteria, why the appointment is of interest and what they believe they can bring to the role.

If you wish to discuss this role further in confidence, please contact Professor Marilyns Guillemin, Associate Dean, Learning and Teaching via [m.guillemin@unimelb.edu.au](mailto:m.guillemin@unimelb.edu.au)

For more information and to submit your application, please visit [about.unimelb.edu.au/careers](https://about.unimelb.edu.au/careers), select 'Current Opportunities', then find the position by title or number.

*The University reserves the right to appoint by invitation.*



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