



POSITION DESCRIPTION

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

Program Coordinator

POSITION NO	0054247
CLASSIFICATION	UOM 6
SALARY	\$87,007 - \$94,181 p.a. pro-rata
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.6 to 0.8 EFT)
BASIS OF EMPLOYMENT	Fixed-term position available 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	Name: Jo-Anne Manski-Nankervis Tel +61 3 9035 8019 Email jomn@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

Reporting to the Directors of the research program, the Program Coordinator will be responsible for the coordination of Future Health Today (FHT) and TorchRecruit programs which aim to optimise chronic disease management and clinical trials recruitment in general practice. The position is philanthropically supported and involves a collaboration between the University of Melbourne and Western Health. The incumbent will be highly experienced in providing high level research administration support and coordination, to facilitate completion of program deliverables. Effective liaison and relationship management of key stakeholders and their representatives on the Executive Steering Group will be critical to the overall success of the 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 leaders to live our values of:

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

1. Key Responsibilities

- ▶ Support research team with research coordination functions and to facilitate the development of strategic new research projects, including:
 - Coordination of group meetings and action item follow-up
 - High-level assistance with processes and systems to facilitate high-quality grant submissions and ethics applications
 - Assistance with financial management of research projects, including budgeting, tracking expenditure against budget and reporting
 - Liaise with legal representatives to facilitate timely development of contracts and agreements to facilitate implementation of the research program
 - Liaise with a Faculty human resources representative to ensure the efficient processing of human resource activities and adherence to university, faculty and school human resources policies and procedures.
 - Coordination of workshops, seminars, and other group and project events
 - Support for the team environment and its functions, including induction of new staff and students.
- ▶ Develop strong and collaborative relationships with key internal and external stakeholders including Western Health and other relevant organisations.
- ▶ Provide project management support for externally funded projects, monitoring and managing deliverables.
- ▶ Monitor and manage the financial requirements for grant-funded projects, including being familiar with funding rules for granting bodies.

- ▶ Coordinate meetings for team members and document and progress outcomes as required.
- ▶ Attend and contribute to other meetings, seminars and/or conferences as required.
- ▶ Other duties as directed by supervisor consistent with the classification of this position.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary qualification with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated expertise in assisting to manage complex research projects, including coordination of research grants, financial and budget reporting.
- ▶ Highly developed organisational skills, attention to detail and demonstrated ability to meet deadlines and manage competing demands.
- ▶ Excellent interpersonal, written and verbal communication skills and ability to work effectively with diverse stakeholders and as part of a team.
- ▶ Ability to exercise independent judgement and personal initiative to constructively solve problems and make effective decisions based on knowledge of policy and procedures, relevant events and strategic priorities.
- ▶ Demonstrable ability to work effectively with limited supervision as a member of a team in a cooperative and collegial manner.
- ▶ Demonstrated high level of computing skills including competency with word processing, spreadsheets, databases and web-based systems, internet and email.

2.2 DESIRABLE

- ▶ Considerable relevant experience in primary care environment
- ▶ Experience working in a clinical setting or public health/health services research

2.3 SPECIAL REQUIREMENTS

- ▶ This position may from time to time require out-of-hours work. The position will involve working with teams based at the University of Melbourne in Parkville and at Sunshine Hospital.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent shall operate under the supervision of the Program Directors. The incumbent is expected to plan, organise and schedule work independently to ensure that deadlines and agreed outcomes are met. The incumbent is expected to work independently, be self-motivated, prioritise workloads and plan ahead.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will be required to exercise judgement relevant to the responsibilities of the role in performing routine duties and where necessary, refer more complex matters to their supervisor. The incumbent is required to build and manage relationships with a wide range of stakeholders.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Project Coordinator is required to develop a comprehensive knowledge of team research activities and is also expected to contribute as a team member to strategic planning processes.

The incumbent must comply with relevant Faculty and University policy and procedures.

3.4 RESOURCE MANAGEMENT

The Program Directors have responsibility for staffing and financial resources of the research program. However, the incumbent is required to liaise with the Department finance representative to manage the project budget adhering to funding agreement rules.

The incumbent will be required to have excellent time management skills and the ability to prioritise tasks to achieve required outcomes.

3.5 BREADTH OF THE POSITION

This position requires interaction with staff at all levels in the School and Faculty, between Faculties, Western Health, and other stakeholders.

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 service 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 Coordinators and Supervisors and other Personnel.

6. Other Information

6.1 DEPARTMENT OF GENERAL PRACTICE

www.gp.unimelb.edu.au

The Department of General Practice originated as a unit within the Department of Community Medicine in 1977. It was established as a separate department within the School of Medicine in 2001 and established the Primary Care Research Unit (PCRU) as a centre of excellence in primary care research, research training and knowledge exchange in 2006. The Department has 68 (full time equivalent) staff supported by an operating budget of \$7 million and research income of approximately \$11 million annually.

With an increased profile within the Melbourne Medical School, the Department has utilised its growing network of general practitioners (GPs) and primary health care providers in the community to ensure that University of Melbourne medical students are provided with quality community-based medical education. The Department delivers postgraduate training for primary care nurses, and research training for medical, honours, masters (4) and PhD students (18). For more than 20 years, the Department has run a very successful General Practice academic registrar program where doctors who are training to be GPs (GP registrars) undertake a half time special skills post in academic medicine to experience an introduction to research and university teaching. We average around three academic registrars per year.

The Department has a successful Primary Care Research Unit (PCRU), including a Trials Unit with a practice-based research and education network (VicREN), which comprises our community-based general practices (600+) and other primary care providers who contribute to and drive teaching and research. A proportion of our VicREN members are a part of our Data for Decisions (D4D) Community of Practice. In this D4D program general practices have an agreement with the Department to share their electronic medical record (EMR) data for research and policy advocacy; participating practices have also undertaken a process with their patients to opt out if they do not want their data shared. The EMR data is de-identified before it leaves the practice and is stored in a secure data repository managed by the Department, called Patron. Patron has a management group and an independent governance group with representatives who are consumers, GPs, practice managers, researchers, IT technical, and legal experts.

Our cross-cutting research themes include clinical biostatistics, implementation science, clinical informatics, co-design, and health services research. Central to our work is understanding the patient and practitioner experience and through co-production methodologies involving them in identifying the challenges and designing and testing solutions. Using clinical data analytics, we explore patient pathways through health care

and describe the epidemiology of health and disease in primary care. With a focus on primary care innovation, we develop, test and implement simple and complex interventions including digital technologies, such as a range of risk stratification and point-of-care decision making tools. The Department also has successful research programs in specialised areas in Cancer; Children and Young People's Health; Clinical Data Informatics, Data Driven Quality Improvement, Integrated Mental Health; Sexual Health, and Abuse and Violence.

6.2 MELBOURNE MEDICAL SCHOOL

<http://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 14th in the world (Times Higher Education World University Rankings 2020 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia 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 thirteen clinical departments (Baker Department of Cardiometabolic Health, Clinical Pathology, Critical Care, General Practice, Medical Education, Infectious Diseases, Medicine, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Radiology, Rural Health and Surgery) the MMS has more than 900 academic and professional staff members at our Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. MMS staff are privileged to work alongside more than 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students. The School has partnerships and research collaborations across the 30 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as national and international partnerships.

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

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$95 million, the School's research effort is highly collaborative, spanning basic and translational research. MMS has over 500 higher degree by research candidates.

School staff members also 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.

Commencing in 2022, the MD redesign will allow students to build their own unique medical degree. Practical time in clinics and research options will start in the first year. The core units will be available online, allowing flexibility. And discovery subjects will offer a chance to explore a wide range of topics or deep dive into a future specialty including the choice to learn extra skills and even take part in a joint degree.

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 and 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>