



POSITION DESCRIPTION

School of Health Sciences

Faculty of Medicine, Dentistry and Health Sciences

Clinical Educator – Hospital Social Work

POSITION NO	0057665
CLASSIFICATION	Level A.6 – Academic Specialist
SALARY	\$97,558 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.8 FTE)
EMPLOYMENT TYPE	Fixed term for 1 year
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 Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Prof Lou Harms Tel +61 3 8344 9413 Email louisekh@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

Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

This is an exciting opportunity to join an innovative academic team working in the Department of Social Work, School of Health Sciences, within the Faculty of Medicine, Dentistry and Health Sciences.

The position is a fixed term appointment, particularly suited to social workers who have experience of hospital social work and supporting students on field education placements in health contexts. The appointee will be actively involved in teaching and supporting field education subjects, particularly in renewing existing and establishing new models of hospital placements. The successful applicant will be required to source and support hospital placement opportunities, develop teaching materials, and coordinate these subjects with the social work program with support from the Director of Teaching and Learning and relevant subject coordinators.

A commitment to innovative, high-quality teaching is essential and the successful applicant will be expected to participate actively in all aspects of the Department's activities. The position reports to the Director of Teaching and Learning and will be required to work closely with teaching staff, course coordinators, tutors, and students in furthering the teaching goals and objectives of the Department of Social Work.

1. Selection Criteria

1.1. ESSENTIAL

- ▶ A social work qualification that provides eligibility for membership of the Australian Association of Social Workers
- ▶ Demonstrated experience in hospital social work, as a practitioner or educator
- ▶ Demonstrated experience in teaching students undertaking field education
- ▶ A strong commitment to positive engagement with students and their learning needs
- ▶ Excellent computer skills and ability to work with database programs, as well as University internet resources and systems such as CANVAS (our Learning Management System), TurnItIn and Themis.
- ▶ Sound written and verbal communication skills.
- ▶ Stakeholder management skills, including negotiation experience.
- ▶ Organisational, planning and project management skills.
- ▶ Demonstrated ability to resolve problems and issues and set priorities within broad guidelines with minimal supervision and often within competing and conflicting deadlines.

1.2. DESIRABLE

- ▶ A higher degree qualification in social work or a related discipline
- ▶ Evidence of teaching experience, innovation and demonstrated flexibility to teach a range of subjects.
- ▶ The capacity to contribute to the integration of student learning processes across the social work program.

3. Key Responsibilities

3.1. TEACHING AND LEARNING

- ▶ Teach into subjects within the social work program, in particular the field education subjects.
- ▶ Source suitable placements for students within health contexts
- ▶ Participate in field education supervision and/or tutorial visits, supporting both students and placement agencies.
- ▶ Deliver the efficient and effective administration of field education in accordance with (AASW) educational requirements, University of Melbourne compliance expectations and other statutory requirements.
- ▶ Support tutors within areas of teaching responsibility, teaching into and providing oversight and feedback on placements and the tutor's role.

3.2. ENGAGEMENT

- ▶ Contribute to the Department's portfolio of projects and external relations activities.
- ▶ Support strategic community partnerships and relationships.

3.3. SERVICE AND LEADERSHIP

- ▶ Participate in relevant academic committees (e.g. Board of Examiners).
- ▶ Contribute to the Department of Social Work through participating in staff and other committee meetings, strategic planning and policy development.
- ▶ Other duties commensurate with the position as directed by the Supervisor.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

3.4. ADMINISTRATION

- ▶ Provide support of field education subjects and contributing to the efficient management of their administration.
- ▶ Ensure compliance with Department's and University academic policies and procedures in areas such as assessment submission, marking, plagiarism, 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 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:

<https://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 SOCIAL WORK, SCHOOL OF HEALTH SCIENCES

In July 2009, Social Work became a Department of the School of Health Sciences, in the Faculty of Medicine, Dentistry and Health Sciences. Social Work was established at The University of Melbourne in 1940 and continues to be one of the leading departments in the Asia-Pacific region.

Social Work has a significant research profile and close local and national links with key human service agencies in the government and non-government sectors, social work professional bodies and other major social work schools internationally.

Since 2008, Social Work has been offering a qualifying Master of Social Work Degree as well as several specialist Masters post-qualifying courses. Since 2014, the Department has been jointly delivering the Master of Narrative Therapy and Community Work program with the Dulwich Centre, Adelaide. Then in 2016, in a new development for the Department, it

began offering online post-qualifying courses – a Master of Advanced Social Work/Health and Human Services. Social Work also has a long standing, strong and vibrant PhD program focused on training future leaders in the profession and academia.

6.2. FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

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 www.unimelb.edu.au.