

University of New England

Position Statement

School/Faculty:	School of Rural Medicine – Faculty of The Professions
Position title:	Year Manager - Joint Medical Program BMed
Position number:	0000011002, 0000011250 and new position
Position classification level:	HEO 6
Date classified:	7 April, 2009
Reports to:	Executive Officer

Dimensions of Position:

The School of Rural Medicine is a newly established School within the Faculty of The Professions, consisting of approximately 30 staff as well as additional clinical and research staff and significant numbers of medical staff associates with clinical operations throughout the region. The School has alliances with regional, State, National and International education, research and health organizations. The School is responsible for delivering the Joint Medical Program (JMP) which is a partnership between Hunter New England Health, North Sydney Central Coast Health, the University of Newcastle and the University of New England, delivering quality medical opportunities to regional Australia. Within the establishment phase, the School will grow to include medical practitioners and various stakeholder and professional groups across Australia. When the full complement of enrolments is achieved student numbers will exceed 225 efts.

This position works closely with a similar position at the University of Newcastle, providing effective and efficient operational support to the Bachelor of Medicine program to ensure equity and consistency of program delivery and curriculum whilst building and maintaining strong working relationships between the partner institutions relating to the Joint Medical Program.

This is a self managed position, and the occupant will be able to operate under general supervision.

Position Objective:

The occupant of the role will work closely with the Program's academic staff members, as well as liaising extensively with UNE and University of Newcastle personnel, and staff from government and private health organizations and hospitals, to provide senior, high quality management and administrative support to the Joint Medical Program (JMP) Bachelor of Medicine. In time there will be the possibility of rotating the roles of the Year Managers across the five years.

Duties:

Under general direction, the Year Manager – Joint Medical Program will:

1. Coordinate and manage workload distributions for all external and internal medical educators and clinicians
2. Manage (in conjunction with counterpart position at UNcle and independently as appropriate) the implementation of the curriculum including the allocation of clinical placements, teaching and assessment sessions (at UNE and other health organisations), including organisation of teaching resource availability, confirmations and notifications of amendments to students, staff and other relevant personnel.
3. Liaise with staff related to the Joint Medical Program across the partner institutions to ensure the clarification and consistency in the application of the University's policies and procedures as they relate to students of the program.
4. Monitor the delivery of teaching and educational resources across multiple sites to to meet the needs of staff and student and to ensure equity and consistency of assessment and student experience.
5. Liaise and work with the University of Newcastle (UNcle) Administrative Year Coordinators, the UNE Student Centre, UNE Academic Year Coordinators, and other key staff in a team approach to ensure quality assurance and equity across the JMP delivery.
6. Liaise with relevant staff at UNE or UNcle to administer and maintain information on *Blackboard* (e-learning software).
7. Work closely with academic staff in the administrative development and implementation of written assessment instruments
8. Coordinate BMed assessments conducted outside standard University supported sessions
9. Maintain student progress records.
10. Provide administrative support to the JMP committees and the unit coordinator meetings
11. Assist with the training and induction of tutors and casual academic staff
12. Initiate appointment processes for casual tutoring staff
13. Travel as required.
14. Participate in workshops and other appropriate forums as required
15. Provide administrative support as appropriate, in the absence of the other Year Managers.
16. Ensure occupational health and safety requirements are strictly adhered to in relation to all activities, as appropriate to this position.
17. Be aware of and apply the University's policies and procedures relating to records management, equal opportunity, risk management and quality assurance as they apply to this position
18. Undertaking other duties as required and which are relevant to the position.

Qualifications and Selection Criteria:

1. A degree with relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant knowledge, training and/or experience
2. Demonstrated ability to provide leadership in, and commitment to the delivery of quality client services
3. Demonstrated extensive experience in dealing effectively with students from diverse backgrounds and cultures
4. Demonstrated high-level interpersonal and oral and written communication skills
5. Demonstrated ability to exercise independence, initiative and judgement, and to work under minimal direct supervision.
6. Demonstrated superior organisational skills, including the ability to work to strict deadlines, manage multiple/competing tasks and attention to detail
7. Demonstrated excellent computer skills using a range of relevant software including word processing, spreadsheet, database and browser software.
8. Awareness of e-learning software as it would relate to a university environment.
9. Demonstrated ability to work independently and as part of a highly interactive team
10. Demonstrated understanding of EEO, risk management, records management protocols, quality assurance and OH&S principles as they relate to this position
11. Current drivers license and willingness to undertake some travel in the region.