

GRADUATE SCHOOL OF MEDICINE

POSITION DESCRIPTION

General Staff Position # 119

Position Title:	Indigenous Administrative Trainee
Level:	Trainee
Load:	1.0 FTE Traineeship
Type/Duration:	Up to three years
Faculty:	Faculty of Science, Medicine and Health
School:	Graduate School of Medicine (GSM)
Location:	The Wollongong Hospital

Primary purpose of the position:

The trainee will receive coaching and guidance on all aspects of administrative work within the Faculty to ensure confidence and competence to perform such routine tasks.

This position will work closely with the GSM's Manager: Clinical Placements, supporting all administrative tasks associated with MBBS students undertaking hospital clinical rotations, along with work aligned with supporting the academic enterprise of hospital-based Academic and Professional staff.

Position Environment:

The Graduate School of Medicine (GSM) is committed to quality outcomes delivered via a sustainable model where development and innovation are key elements of all that we do. As a new school, the GSM offers a supportive environment in which teamwork underpins the development and delivery of the new MBBS degree. The GSM aims to graduate excellent medical practitioners with a commitment to patient-centred, evidence-based, reflective and cost-effective medical practice, who have the capacity and desire to contribute to the enhancement of health care for persons in all geographic settings, but particularly in regional, rural and remote communities. The medical curriculum covers a diversity of content, encompassing biological and social sciences, clinical medicine, law, ethics, research and critical analysis, and personal and professional development. This provides a variety of opportunities for involvement in curriculum delivery for teaching staff working alone and in interdisciplinary teams. The GSM operates primarily on two campuses, located in Wollongong and Shoalhaven, as well as in 12 rural sites throughout NSW. Curriculum is delivered equitably in an integrated fashion to this geographically distributed environment.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
<p>Under the guidance of the Manager: Clinical Placements, undertake the following tasks:</p> <p>Mail delivery and redirection. Equipment room responsibility. Order, receiving and unpacking stationery and stores. Coordinate all the bookings for the TWH meeting room(s). Facilitate the use of video-conferencing in those rooms for all users. Reconcile the credit cards of senior staff where requested. Assist with the preparation of the 'Travel Forms' for all Senior staff at the Hospital. Copying and distribution of Teaching material. Administrative Support for ClinConnect Support any necessary set up and/or catering for meetings and conferences. & Undertake various other administrative support activities when required.</p>	100%	
<p>Following collaboration between the Manager: Clinical Placements and the Academic Leader: Indigenous Health, provide administrative support to relevant events where Indigenous health is the focus.</p>	As Required	
<p>Work with other GSM staff to contribute to the development and maintenance of positive relationships with students, clinicians and the Indigenous community in support of general medical school activities.</p>	ongoing	
<p>Observe principles and practices of Equal Employment Opportunity</p>	ongoing	
<p>Meet OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document</p>	ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Manager: Clinical Placements
The position supervises the following positions: None
Specific mentoring will be provided by GSM Indigenous Staff.

Key Contacts / Relationships for this Position & Frequency of Contact:

Contact / Group:	Frequency of contact:
Professional & Academic Staff	Daily
of the Teaching Hospitals Team and the broader GSM	Regular
GSM Curriculum Manager	As Required
GSM Manager: Community, Primary, Remote & Rural	As Required
GSM Executive Manager	As Required
Woolyungah Indigenous Resource Centre	As Required
GSM's Academic Leader: Indigenous Health	As Required
GSM's Indigenous Project Officer	As required

Selection Criteria: Knowledge & Skills

Essential:

- Experience in using Microsoft office products including: word, excel along with the ability to use email and the internet.
- Sound verbal and written communication skills
- Sound organisational skills with demonstrated ability to effectively plan and prioritise meetings and tasks in a timely and acceptable manner.
- Ability to establish and maintain an effective rapport and constructive working relationship with colleagues.
- Ability to work as part of a team.

Selection Criteria: Education and Experience

Essential:

- Completion of School Certificate or equivalent
- Demonstrated experience in customer service
- Indigeneity. This is a designated position for an Australian Aboriginal or Torres Strait Islander person.

Selection Criteria: Personal Attributes

- A commitment to the ongoing cultural safety of Indigenous visitors to the GSM.
- A commitment to the vision of the Graduate School of Medicine.

Special Job Requirements:

This position is identified for Australian Indigenous people, pursuant to section 14 (d) of the NSW Anti-Discrimination Act. Proof of Aboriginality is a requirement.

The occupant must comply with the conditions and requirements of the UOW traineeship. The occupant of this position will be required to complete a performance planner annually, with biannual reviews together with the Manager: Clinical Placements

May be required to work outside of normal business hours.

The appointee will be based at the GSM's Offices at the Wollongong Hospital but may be required to travel to confer with community or attend meetings.

All Professional staff are required to work together, to ensure coordination of all academic support activities occurring across their specific team.

Organizational Chart:

Position # 119 – on request.

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Personnel: _____

Date: _____