



GRADUATE SCHOOL OF MEDICINE

POSITION DESCRIPTION

Position Title:	Curriculum Officer: Learning & Teaching
Level:	5
Load:	1.0 FTE (with a job share in place from 2013 – 2014 to cover maternity leave 60:40)
Type/Duration:	Continuing
Faculty:	Faculty of Science, Medicine and Health
Division:	Graduate School of Medicine (GSM)
Location:	Wollongong Campus

Primary purpose of the position:

As part of the Learning & Teaching team, this role is responsible for facilitating the delivery of all components of the UOW MBBS Curriculum, ensuring timely and equitable access to resources for students and academics at both campus sites; Wollongong and Shoalhaven.

This officer plays a key role in the development of timetables after consultation with Academic Staff and works closely with the Administrative Assistant: Learning & Teaching, on the management of the GSM's Wollongong Student Learning Centre.

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 numerous rural sites throughout NSW. Curriculum is delivered equitably in an integrated fashion to this geographically distributed environment.

Major Responsibilities:

Responsibilities	Percentage of Time	Office Use Only
<p>1. Through consultation with the Curriculum Manager and key Academic Staff, take responsibility for the organisation and coordination of resources to facilitate the MBBS curriculum delivery including; content documents, student timetable, student and teacher handbooks, recruitment of teaching personnel and communication with student cohorts.</p> <p>Work closely with the Curriculum Manager in all aspects of curriculum development, planning and delivery.</p> <p>Provide guidance to the Administrative Assistants: Learning & Teaching for their duties.</p>	60%	
<p>2. Monitor and facilitate the accuracy of the UOW MBBS course information held by ARD and ensure all members of the Learning & Teaching Team are updated of any changes in this regard or when annual submissions are due.</p>	10%	
<p>3. Support students in all matters relating to their candidature including equitable access to curriculum, requirements for course completion.</p> <p>Enquiries from students in regard their candidature will require a thorough understanding of UOW SMP and SOLS systems.</p> <p>Where students present with issues requiring personal or pastoral support, refer to the Sub Dean, in a timely and appropriate manner.</p>	10%	
<p>4. Working with the other members of the Learning & Teaching Team, co-ordinate enrollment & end of year Phase 4 activities, Prize night and the Graduation ceremony.</p>	10%	
<p>5. Oversee the management the Student Learning Centre & GSM lecture theatre bookings</p>	10%	
<p>6. Work with other GSM staff to contribute to the</p>	Ongoing	

development and maintenance of positive relationships with students, clinicians and community in support of general medical school activities.		
7. Observe principles and practices of Equal Employment Opportunity, and have WH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document.	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:

Activities for this role are directed by: Associate Dean: Learning & Teaching via Curriculum Manager
 Position Reports to: Curriculum Manager
 The position supervises the following positions: Administrative Assistants: Learning and Teaching

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

Contact / Group:	Frequency of contact:
Associate Dean: Learning & Teaching	As Required
Curriculum Manager	Regular
Academic Staff: Learning & Teaching	Regular
Administrative Assistants: Learning & Teaching	Regular

Selection Criteria: Knowledge & Skills

Essential:

- High level organization and negotiation skills.
- Ability to work consistently well in a time-pressured environment and meet deadlines.
- Excellent communication skills – both written and verbal.
- Ability to deal with confidential information and sensitive issues appropriately.
- Flexible approach to work and ability to work as part of a team.
- Ability to use own initiative.
- Demonstrated problem solving skills.
- Ability to work in a dynamic environment.

Selection Criteria: Education & Experience

Essential:

- Completion of a degree; or completion of an associate diploma and at least 2 years subsequent relevant work experience; or equivalent combination of relevant experience and/or education/training.
- Experience in the use of Microsoft Word; Excel and PowerPoint.
- Experience in prioritising competing demands with the ability to remain flexible and calm.
- Demonstrated ability in playing a positive role in a team.

Selection Criteria: Personal Attributes

Essential:

- Demonstrated understanding of and enthusiasm for the mission and the curriculum of the GSM.

Special Job Requirements:

The occupant of this position will be required to complete a performance planner annually, with biannual reviews together with the Curriculum Manager.

The appointee will be based at the GSM Wollongong campus but may be required to travel or accompany staff on business within the region. They may also be required to accompany staff outside of the region on occasion to confer with other GSM staff or attend meetings.

Participation in the UOW MyTimekeeping Procedure for levels up to and including level 7 is available to the occupant. The Wollongong Campus operates between the hours of 8:00am and 5:00pm Monday to Friday. All administrative staff are required to contribute to a negotiated roster, to ensure coordination of all academic support activities occurring across the GSM.

Organizational Chart:

Available on request

Approval:

Approval by Head of Unit: _____ Date: _____
Approved by Human Resources: _____ Date: _____