

GRADUATE SCHOOL OF MEDICINE

POSITION DESCRIPTION

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| Position Title: | Indigenous Project Officer |
| Level: | 5 |
| Load: | 1.0 FTE |
| Type/Duration: | Continuing |
| Faculty: | Faculty of Science, Medicine and Health |
| School: | Graduate School of Medicine (GSM) |
| Location: | Wollongong Campus |

Primary purpose of the position:

This position will assist the Academic Leader: Indigenous Health to facilitate the MBBS curriculum in developing an integrated approach to Indigenous Health across the four years of the degree. This includes strengthening ongoing links with key local, state and national Indigenous community agencies and organizations, identifying Indigenous Health resources, and helping implement policies for the recruitment, retention and support of Indigenous students within the Medical School. This position will also work with the Professor: Indigenous Health & Education and UOW's Indigenous Resource Centre, Woolyungah, along with the administrator for the multidisciplinary Rural Health Club.

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:

| Tasks | Percentage of Time | Office Use Only |
|---|--------------------|-----------------|
| <p>1. Work with the Academic Leader: Indigenous Health to implement strategies for the recruitment and retention of Indigenous students within the medical school and facilitate their support throughout the four year Programme. This includes working with the Admissions and Marketing Officer and Learning and Teaching Team to support the development of pathways for Indigenous students into the MBBS, along with the development of mentoring and support mechanisms for Indigenous students undertaking the MBBS.</p> | 50% | |
| <p>2. Work with the Academic Leader: Indigenous Health to establish links with key local and state Indigenous community, education, health and medical organizations regarding educational, networking and research partnership opportunities. Develop and promote the profile of the GSM in Indigenous Health. Identify and understand key resources and policy relevant to Indigenous health and medical education. Undertake reviews of literature. Draft documentation and reports to support Indigenous Health-related activity within the School.</p> | 20% | |
| <p>3. Work with the Academic Leader: Indigenous Health to ensure that all GSM students are provided with a comprehensive understanding of Indigenous health. Including through assisting in the facilitating and evaluation of learning and development activities for students on campus, in clinical skills and in the hospital and community setting. Including supporting and delivering health programs in Indigenous communities.</p> | 20% | |
| <p>4. Support the Academic Leader in the development and implementation of staff training and development in relation to Indigenous Health initiatives.</p> | 10% | |
| <p>5. Work with other GSM staff to contribute to the development and maintenance of positive relationships with students, clinicians and community in support of general medical school activities.</p> | Ongoing | |
| <p>6. 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..</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:

Activities for this role are directed by:

Academic Leader: Indigenous Health

Position Reports to:

Manager: Community, Primary, Remote & Rural

The position supervises the following positions:

Nil

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

Contact / Group:

Academic Leader: Indigenous Health

Manager: Community, Primary, Remote & Rural

Other members of the Community, Primary, Remote & Rural Team

Woolyungah Indigenous Resource Centre

Associate Dean: Community, Primary, Remote & Rural

Professor: Indigenous Health and Education

GSM Admissions and Marketing Officer

GSM Volunteer Coordinator

GSM Curriculum Manager

Frequency of contact:

Daily

Regular

Regular

As Required

As Required

As Required

As Required

As Required

As Required

Selection Criteria: Knowledge & Skills

Essential:

- Excellent oral and written communication skills with demonstrated ability to relate well to colleagues and community members.
- Excellent administrative and organisational skills with demonstrated ability to effectively plan and prioritise tasks and meet strict deadlines.
- Ability to lead meetings and clearly document key points of discussion, decisions and follow through on issues arising.
- Demonstrated capacity to support policy implementation, and participate effectively in project management processes, and document cultural advice in a manner that contributes to curriculum development.
- Capacity to use initiative in a rapidly changing and pressured work environment.
- Ability to establish and maintain an effective rapport and constructive working relationship with staff and community agencies.
- Ability to work as part of a team.

Desirable

- Demonstrated capacity to contribute to the research process and conduct comprehensive literature reviews.
- Basic accounting skills to monitor and report on expenditure.

Selection Criteria: Education & Experience

Essential:

- Completion of an undergraduate degree and subsequent relevant work experience; or equivalent combination of relevant experience and/or education/ training.
- Experience in working in the Indigenous community
- Experience in Indigenous community advocacy.

Desirable:

- Experience working in an Indigenous health environment.
- Experience working in an Indigenous educational environment.

Personal Attributes

Essential:

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

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.

Must have current driver's License

The occupant of this position will be required to complete a performance planner annually, with biannual reviews together with the Manager: Community, Primary, Remote & Rural.

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.

Organizational Chart: #78

Available on request.

Approval:

Approval by Head of Unit: _____ Date: _____

Approved by Personnel: _____ Date: _____