

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Academic Leader: Obstetrics & Gynaecology Level: Level D or Level E
 Faculty: Faculty of Science, Medicine & Health Department: School of Medicine
 Location: ISLHD and Wollongong Campus

Primary Purpose of the Position:

The Academic Leader: Obstetrics and Gynaecology will lead the teaching and learning of Obstetrics and Gynaecology in the University of Wollongong medical curriculum. The Academic Leader: Obstetrics and Gynaecology will be based at the Wollongong Hospital, and will form a point of liaison between the GSM and staff of the ISLHD in the clinical area of Obstetrics and Gynaecology to contribute to curriculum design and development in relation to Obstetrics and Gynaecology, and assist the GSM by identification and facilitation of clinical placements. The successful applicant will be required to undertake clinical practice within the ISLHD, principally at Wollongong Hospital but potentially at Shellharbour and Shoalhaven Hospitals.

Position Environment:

The Faculty of Science, Medicine and Health (SMAH) is one of UOW's five faculties and incorporates the Schools of Chemistry, Biological Sciences, Earth and Environmental Science, Nursing and Midwifery, and the School of Medicine incorporating the Graduate School of Medicine (GSM). The School of Medicine offers the MBBS as well as courses in Exercise Science and Rehabilitation, Nutrition and Dietetics, Medical and Health Sciences and Health Sciences (Indigenous Studies). This structure provides opportunities for cross-disciplinary teaching and research. 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 academic 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.

Major Responsibilities & Outcomes:

Responsibilities	Outcome
<p>1. Postgraduate Quality Assurance and Research Assume the senior leadership role for the development and implementation of Obstetrics and Gynaecology research initiatives. This involves assembling, mentoring and developing teams to contribute towards achievement of the initiatives.</p> <p>Contribute to the development of clinical health research programs, including supervision of higher degree research students in the GSM, IHMRI, SMAH or other faculties or schools of the UOW.</p>	<p>To ensure the GSM and SMAH have research activities that address issues important to regional, rural and remote Australia.</p> <p>To develop a research program of international repute.</p>
<p>2. Undergraduate Education Assume the senior leadership position for the teaching and learning of Obstetrics and Gynaecology in the MBBS curriculum.</p> <p>Contribute to curriculum development in relation to Obstetrics and Gynaecology.</p> <p>Form a contact point and liaise between the GSM and staff of the ISLHD, in the clinical area of Obstetrics and Gynaecology. Assist the GSM by identification and facilitation of clinical placements.</p>	<p>To ensure that the MBBS curriculum reflects the advances in knowledge and skills that relate to Obstetrics and Gynaecology.</p> <p>To ensure that assessment activities reflect the curriculum and its associated learning outcomes.</p> <p>To ensure the GSM delivers a quality curriculum to its students.</p>
<p>3. Clinical Service Participate in the clinical services of the Division of Obstetrics and Gynaecology. Enter into a Performance Agreement with the Director of the Division. Provide a minimum of 20 hours per week of clinical services, or associated services as required, to the hospital(s). Participate in the on call roster of the service as required under NSW Health Policy.</p>	<p>ISLHD Requirements of Clinical appointment is met.</p>
<p>4. Governance Participate in UOW governance as appropriate and as directed by UOW's Vice-Chancellor or nominee. Participate, as requested by the SMAH Executive Dean, Dean of Medicine, on Faculty and School committees. Represent the SMAH or GSM on local, state and national health and medical research committees appropriate to the discipline. Perform other duties as the Executive Dean and /or the Dean of Medicine.</p>	<p>To ensure the clinical disciplines are represented in an appropriate manner.</p>
<p>5. Legislative Observe principles and practices of Equal Employment</p> <p>Opportunity and have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document</p>	<p>To ensure fair treatment in the Workplace.</p> <p>To ensure a safe working environment.</p>

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 (UOW):	Associate Dean: Teaching Hospitals
Position Reports to (ISLHD):	Director, Division of Obstetrics and Gynaecology
This Position Supervises the Following:	Obstetrics and Gynaecology Teaching Staff
Other Key Contacts:	Dean of Medicine Phase Committee Chairs Academic staff – Teaching Hospitals Curriculum Manager. Professional staff – Teaching Hospitals.

Key Relationships:

Contact/Organisation:

Associate Dean: Teaching Hospitals
Director, Division of Obstetrics & Gynaecology
Obstetrics and Gynaecology Teaching staff
Phase Committee Chairs
Academic Staff – Teaching Hospitals
Curriculum Manager
Professional Staff – Teaching Hospitals
Dean of Medicine

Frequency of contact:

Regular
Regular
Regular
Regular
Regular
Regular
Regular
As Required

Key Challenges:

1. Developing a research agenda to address Obstetrics and Gynaecology issues that has the potential to be of benefit to the local community and regional and rural Australia.
2. Developing strong relationships with other researchers locally and more widely to promote effective research teams.
3. Developing effective working relationships with Academic Leaders from across the breadth of the Faculty and the School and with Clinical Academic staff located in ISLHD.

Selection Criteria: Knowledge & Skills

Essential:

- Capacity to provide clinical services, including participation in the on call roster, at ISLHD hospital(s)
- A record of successfully teaching medical students and/or registrars.
- Excellent interpersonal and communication skills.
- A record of leadership within a hospital and/or academic environment.

Selection Criteria: Education & Experience

Essential:

- PhD or equivalent.
- Postgraduate degree qualifications or equivalent experience
- Eligibility for registration as a medical practitioner within NSW.
- Recognised specialist qualifications and experience in the provision of medical services in the field of Obstetrics and Gynaecology.
- A record of scholarly activities such as presentations at professional meetings and publications in peer reviewed journals or involvement in research.
- Experience delivering lectures and/or facilitating small groups within a university or medical school environment.

Desirable:

- Evidence of academic scholarship

Personal Attributes

Essential:

- Demonstrated understanding of and enthusiasm for the mission and the curriculum of the GSM.
- A personal commitment to quality medical teaching.

Special Job Requirements:

The occupant of this position will be required to complete an annual UOW Performance Enhancement and Career Development Record Interview with biannual reviews together with the Associate Dean: Teaching Hospitals.

The occupant will also be required to complete a Performance Agreement with the ISLHD Director of the Division of Obstetrics and Gynaecology. The appointee will need to satisfy and continually adhere to the appointment and employment requirements of the ISLHD.

The appointee will be required to travel to confer with other GSM staff or attend meetings at other GSM locations.

POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: D

Title: Associate Professor

Description

A position classification standard describes the broad categories of responsibility attached to academic staff at different levels. The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. **Therefore the standards should not be applied mechanistically. Quality of performance is the principal factor governing level of appointment of individuals, and a broadly-worded skill base is set out for each level.**

All levels of academic staff can expect to make a contribution to a diversity of functions within their institutions. Such functions include teaching research participation in professional activities and participation in the academic planning and governance of the institution. The balance of functions will vary according to level and position and over time.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level D academic is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in their disciplinary area.

Specific Duties

Specific duties required of a level D academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions .
- The development of and responsibility for curriculum/programmers of study.
- Course co-ordination.
- The preparation and delivery of lectures and seminars.
- Supervision of major honours or postgraduate research projects.
- Supervision of the program of study of honours students and of postgraduate students engaged in course work.
- The conduct of research, including, where appropriate, leadership of a major research team.
- Significant contribution to the profession, and/or discipline.
- High level administrative functions.
- Consultation with students.
- Marking and assessment.
- Attendance at departmental and faculty meetings.

Skill Base

A Level D academic will normally have the same skill base as a Level C academic. In addition there is a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.

POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: E
Title: Professor

Description

A position classification standard describes the broad categories of responsibility attached to academic staff at different levels. The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. **Therefore the standards should not be applied mechanistically. Quality of performance is the principal factor governing level of appointment of individuals, and a broadly worded skill base is set out for each level.**

All levels of academic staff can expect to make a contribution to a diversity of functions within their institutions. Such functions include teaching research participation in professional activities and participation in the academic planning and governance of the institution. The balance of functions will vary according to level and position and over time.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level E academic is expected to exercise a special responsibility in providing leadership and in fostering excellence in research, teaching and policy development in the academic discipline within the department or other comparable organisational unit, within the institution and within the community, both scholarly and general.

Specific Duties

Specific duties required of a level E academic may include

- Provision of a continuing high level of personal commitment to, and achievement in, a particular scholarly area.
- The conduct of research.
- Fostering the research of other groups and individuals within the department or other comparable organisational unit and within the discipline and within related disciplines .
- Development of research policy.
- Supervision of the program of study of honours students or of postgraduate students engaged in course work.
- Supervision of major honours or postgraduate research projects.
- Making a distinguished personal contribution to teaching at all levels.
- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- The preparation and delivery of lectures and seminars.
- Consultation with students.
- Marking and assessment.
- Playing an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline.
- Developing policy and being involved in administrative matters within the department or other comparable organisational unit and within the institution.
- Participating in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors where appropriate.

Skill Base

A Level E academic shall have the same skill base as a level D academic but will be recognised as a leading authority in the relevant discipline area.