

# POSITION DESCRIPTION



Department of Medicine & Radiology  
Western Health Precinct  
Northern Health Precinct

Melbourne Medical School  
Faculty of Medicine, Dentistry and Health Sciences

## **Department Manager – Department of Medicine & Radiology Precinct Manager, Western Health, Northern Health**

<b>POSITION NO</b>	0037695
<b>CLASSIFICATION</b>	SM1
<b>SALARY</b>	
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Continuing position
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	The Talent Acquisition Team Email: <a href="mailto:MDHSTalent-Acquisition@unimelb.edu.au">MDHSTalent-Acquisition@unimelb.edu.au</a> Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Reporting to the School Manager and working in a strategic business partnership with the Head of Department, the Department & Precinct Manager, Medicine & Radiology has leadership responsibilities in two spheres – Department Manager of the Department of Medicine & Radiology and Precinct Manager for the Western and Northern Precincts. Both roles are responsible for the provision of effective leadership and professional services to enable our research and teaching to take place efficiently, effectively and safely.

Working within a self-directed framework, the Manager will lead the overall operational performance of the department's education, research, financial and business services, ensuring consistency with the operating models of the School, Faculty and University.

The Department of Medicine and Radiology is a large and diverse department of the Melbourne Medical School that undertakes clinical and biomedical research, translation of research outcomes, engagement and postgraduate and undergraduate teaching within University of Melbourne teaching hospitals. The Department is located across the following sites:

- Austin Health: Austin and Repatriation hospitals, Melbourne Brain Centre (Heidelberg)
- Northern Health (based at the Northern Hospital, Epping)
- Royal Melbourne Hospital and Melbourne Brain Centre (Parkville)
- St Vincent's Hospital (Fitzroy)
- Western Health: Sunshine and Footscray Hospitals (St Albans and Footscray)
- Northern Health (Epping)

The Department has strong research programs in neurosciences, cardiology, diabetes and endocrinology, musculoskeletal disorders, ageing, infection and immunity, international health, critical care including anaesthesia, emergency medicine and intensive care, cancer, clinical and community-based epidemiology and clinical trials for new therapies and devices. With a large proportion of our academic staff holding appointments at one or more of these health services, the Department effectively translates its cutting-edge and innovative research to clinical outcomes leading to world-leading clinical care and community impact.

The Department generates 70% of its income from research, managing \$34 million in research funding in 2019 across 190 research projects. It is home to 250 staff, 280 graduate researchers and 400 honorary staff all of whom are engaged in our research, teaching and engagement activities.

As Precinct Manager, the incumbent has oversight of the management, use and allocation of infrastructure and resources utilised by the departments on the Western and Northern Precincts. The Precinct Manager collaborates with other Department & Precinct Managers, to ensure smooth, seamless administrative support for the teaching, research and engagement activities of the campus.

The Western Precinct is located across Sunshine and Footscray hospitals. It is home to 60 staff, 30 graduate researchers and 60 honorary staff from across 5 departments of the Melbourne Medical School. The Precinct includes the Western Clinical School supporting our Doctor of Medicine students.

The Northern Precinct located at Epping is home to 26 staff as well as the Northern Clinical School.

## 1. Selection Criteria

### 1.1 ESSENTIAL

- ▶ Tertiary qualification in a relevant field
- ▶ Extensive relevant management experience in large and complex organisations, preferably within a higher education, research or health-related organisation.
- ▶ Excellent interpersonal skills including a high level of empathy, equanimity and emotional intelligence. Reflective listener committed to self-leadership.
- ▶ Exemplary stakeholder management skills; demonstrated capacity to influence and communicate effectively with senior leaders and staff in clinical and research settings across diverse locations and disciplines.
- ▶ Strong financial acumen. Direct experience in monitoring large and complex budgets, ideally within research intensive environments. Demonstrated track record of ethical decision-making, ensuring accountability and transparency regarding all financial transactions.
- ▶ High level problem-solving and analytical capability as demonstrated within complex organisations. Track record of addressing complex human resources and operational issues promptly and comprehensively.
- ▶ Team player with demonstrated capacity to work collegially at an executive level and across shared services portfolios. A keen awareness of the interdependencies within a large publicly funded, service-oriented organisation.
- ▶ Demonstrated experience in developing and implementing strategic and operational business plans, including business continuity, risk management and occupational health and safety frameworks.

### 1.2 SPECIAL REQUIREMENTS

- ▶ Normal operations require travel between hospitals and precincts
- ▶ This position will from time to time require out-of-hours work.

As a global university seeking to attract and retain the best employees and students as well as form collaborative partnerships with global institutions and businesses, we're committed to fostering an inclusive environment where diversity is celebrated. To support this goal, we've identified five focus areas:

- ▶ Achieve population parity for Indigenous employees by 2020
- ▶ Increase representation of women at senior levels, in Science, Technology, Engineering, Mathematics, and Medicine (STEMM) and in the professoriate
- ▶ Through our membership of Pride in Diversity, eliminate discrimination based on sexual orientation, sexuality or gender
- ▶ Disability employment and mental health and inclusion
- ▶ Build a more culturally diverse workforce

## 2. Key Responsibilities

The Department Manager is a senior leadership position of the School and the most senior professional staff member of the Department of Medicine & Radiology.

### 2.1 STRATEGY & PLANNING

#### *As Department Manager*

- ▶ As a key member of the senior leadership team provide strategic advice and support to the Head of Department and Executive team in a broad range areas relating to the Department's business.
- ▶ Act as the lead for business development, planning, financial and strategic frameworks on behalf of the Head of Department in order to ensure collaborative and transparent planning structures. Ensure that School, Faculty and University priorities are understood, and factored into Department planning activities.
- ▶ Work closely with the Head of Department and the School in the development and implementation of the strategic and operational planning processes, monitor progress throughout the year, evaluate outcomes and make recommendations for change.
- ▶ Ensure effective Department governance structures and processes are in place and are followed. Contribute to Precinct and School level governance through membership and/or participation in relevant committees and working groups
- ▶ Assist in identifying and directing strategic projects that support high-level Department, School and Faculty initiatives.

#### *As Precinct Manager*

- ▶ As the senior University Precinct representative contribute to capital and other campus projects with hospital & MRIs stakeholders. Provide leadership in the development of strategic Precinct initiatives and represent the Department and School in achieving these objectives with major internal/external partners and stakeholders.
- ▶ Working closely with other Department & Precinct Manager, under the leadership of the School Manager, contribute to the business planning and management of effective Precinct-based operations and resource allocation, evaluating outcomes and making recommendations for change.
- ▶ Lead the development of an integrated Precinct, working collaboratively with other Department Managers to effectively manage resources for the Precinct including space management, infrastructure and platforms, support staffing and other Precinct resources.
- ▶ Conceptualise, develop and review shared professional, management and administrative procedures which support the Precinct
- ▶ Work collaboratively with staff, Health Services and MRIs located on the Precinct to identify opportunities of mutual benefit. This includes playing a key role in the planning and management of such things as joint appointments, and applications for large equipment grants.

## 2.2 FINANCIAL MANAGEMENT & BUSINESS DEVELOPMENT

Financial Management is primarily a role of the Department Manager, although as Precinct Manager the incumbent may have delegated authority from all the departments located on the Precinct to approve lower level financial transactions.

### *As Department Manager*

- ▶ Work with the School in the development and preparation of Department's annual budgets, providing advice and recommendation to the Head of Department.
- ▶ Provide effective leadership and management of the Department's financial position, overseeing budget monitoring and reporting processes, and make recommendations for remedial actions in the event of budget anomalies.
- ▶ Oversee and facilitate financial management of research funds, working with Faculty finance to provide advice both pre and post award to research group heads, enabling appropriate fiscal management of all research projects.
- ▶ Develop business proposals for funding and work with colleagues across the University in promoting the growth and financial viability of the School.
- ▶ Assist to identify, develop and coordinate promotional and/or recruitment activities such as career events, open days and community seminars in conjunction with key School, Faculty and University staff members.
- ▶ *As Precinct Manager*
- ▶ Act as a point of contact with key Hospital and MRI partners for university wide financial matters and where appropriate liaise and refer financial matters to other relevant Department Managers and the School.

## 2.3 OPERATIONS MANAGEMENT & SERVICE DELIVERY

### *As Department Manager*

- ▶ Take a lead role in the management of Department resources, and the optimal utilisation of University services to deliver the best possible outcomes for the Departments. Act as an advocate within Department for the responsible allocation of resources.
- ▶ Oversee compliance and quality assurance management, in line with requirements under the University's risk management policy. Ensure policy compliance and effective dissemination of relevant policy and compliance communication across the Department and, where appropriate, the Precinct.
- ▶ Provide leadership on Department operations, providing high-level support and advice to Heads of Department and Executive on strategic and operational matters that impact the Department. Support and advise the Head of Department in relation to compliance issues
- ▶ Develop operational plans, and associated performance measures in line with School and Faculty requirements, and manage the successful delivery of these plans.

### *As Precinct Manager*

- ▶ In consultation with the School and other Department Managers, oversee and facilitate management, use and allocation of infrastructure and resources utilised by the University on the Precinct and ensure smooth, seamless administrative support for the teaching, research and engagement activities of the School on the Precinct
- ▶ Integrate and oversee Department administrative functions, establish clear directions, common goals and open communication by fostering a work culture that supports the ongoing growth and development of all staff.
- ▶ Ensure effective management of Precinct-based operations and resource allocation at the campus, including overseeing integration and liaison between University and host entity

services, systems and facilities (eg IT), in order to support development of the Precinct in line with School and Faculty strategy

## 2.4 STAKEHOLDER ENGAGEMENT

- ▶ Ensure effective communication is provided to all staff in the Department, developing strong relationships and open channels of communication.
- ▶ Maintain a strong working relationship with other Department & Precinct Managers as well as senior School and Faculty Managers to support a work environment that promotes collaboration, joint planning, and the sharing of knowledge.
- ▶ As the senior professional staff member on the Precinct lead and facilitate partner engagement with major University stakeholders. Represent the interests of the Departments, School and University on campus partnership committees, working and policy groups of the Hospital and other relevant campus entities
- ▶ Develop strong and collaborative relationships with key internal and external stakeholders, especially hospital institute and precinct peers.

## 2.5 HUMAN RESOURCES MANAGEMENT

Although Human Resources Management forms a larger part of the Department Manager role, this responsibility does transect both spheres as the School's service model funds support staff for precinct-based services such as student programs support. These professional staff report to the Precinct Manager. In addition, there are Faculty support staff located at the Precinct (eg Finance and HR) who have secondary line-management responsibilities to the Precinct and Department Manager

### *As Department Manager*

- ▶ Ensure effective human resource management of the Department's staff, providing high level advice and support to the Head, Executive and supervisors on HR matters including: workforce planning; performance management and development plans; recruitment and selection strategies and personnel management.
- ▶ Provide vision, role clarity and development opportunities for support staff to create an engaged workforce with a commitment to the provision of quality of service and continuous improvement.
- ▶ Effectively motivate, coach and manage staff to achieve goals. Ensure (or liaise with line managers of Faculty support staff to ensure) staff are provided with clear performance expectation and regular feedback, addressing poor performance and nurturing and rewarding high performance.
- ▶ Undertake probationary and performance management processes and hold regular conversations with staff to provide positive and constructive feedback to enhance staff and team performance

### *As Precinct Manager*

- ▶ Effectively manage the professional staff providing shared precinct-based services (eg Student Programs, Operations, Finance, HR and OHS) consulting with the School and co-located Departments, as well as Faculty service units, to ensure seamless, effective and equitable support and service provision to all the Department located on the Precinct.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## 2.6 OPERATIONS MANAGEMENT & SERVICE DELIVERY

- ▶ Take a lead role in the management of Department resources, and the optimal utilisation of University services to deliver the best possible outcomes for the Departments. Act as an advocate within Department for the responsible allocation of resources.
- ▶ Oversee compliance and quality assurance management, in line with requirements under the University's risk management policy. Ensure policy compliance and effective dissemination of relevant policy and compliance communication across the Department and, where appropriate, the Precinct.
- ▶ Provide leadership on Department operations, providing high-level support and advice to Heads of Department and Executive on strategic and operational matters that impact the Department. Support and advise the Head of Department in relation to compliance issues

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Department Manager operates within a broad framework defined by the School and Department's strategic plan and long term goals and by the Head of Department, advised by its various committees. Within this framework the incumbent is expected to resolve problems related to the running of the Department and to initiate action that will benefit the Department and Precinct. The occupant has the autonomy to make assessments and decisions related to a diverse range of people and activities within the School. Line Management and broad supervision is provided by the School Manager, and the Department Manager is expected to work independently and autonomously on the achievement of objectives of the role.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The Department Manager is expected to make good decisions based on quality information and be able to develop alternative courses of action if required. The incumbent will be required to exercise well-developed analytical, investigative and reporting skills to manage complex issues and situations across a range of activities, with discretion and sensitivity. High level judgement, diplomacy, advocacy and excellent problem-solving skills are required in order to develop strategic and innovative solutions to complex problems, within an environment of competing priorities and resource constraints.

The incumbent is expected to identify, evaluate and present practical alternative solutions to a range of problems in financial, human, and other resource areas. The ability to recognise consequences and outcomes of advice, decisions or actions taken, and confidentiality is essential to this position.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Department & Precinct Manager has a broad knowledge base with regard to the School, the wider University environment, the research sector, external funding bodies and Higher Education and Health Services sector in general. The Manager plays a pivotal role in strategic planning, program evaluation and resources management. This requires an understanding of the Department's role in a broader School and regional context. A thorough understanding and ability to communicate specialist and complex

information and interpret the scientific context in which the Department and Precinct operate is essential

The incumbent distils information from multiple sources and provides input on possible trends or issues which may impact on the Department, School, and the Faculty. The incumbent must have a willingness to work with changes in systems, or processes.

The position requires a range of high-level interpersonal skills that inspire confidence and enable all staff to work effectively within a collegial, team environment, and be recognised for their achievements.

### **3.4 RESOURCE MANAGEMENT**

The Head of Department has ultimate responsibility for the financial and capital resources of the Department. However, the Manager is expected to make independent decisions regarding the deployment of the resources for which they are accountable and to provide high level advice and develop recommendations for the Head of Department for consideration and implementation.

The incumbent will lead and motivate professional staff ensuring that services are delivered at a high standard. The incumbent is also required to be able to solicit cooperation from staff that do not report directly to this position, which requires a consultative style, and an ability to build common respect and understanding.

## ***4. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy Advancing Melbourne 2020 - 2030 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## ***5. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

[safety.unimelb.edu.au/topics/responsibilities/](https://safety.unimelb.edu.au/topics/responsibilities/)

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **6. Other Information**

### **6.1 DEPARTMENT OF MEDICINE & RADIOLOGY**

<https://medicine.unimelb.edu.au/school-structure/medicine-and-radiology>

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The Department has strong research programs in neurosciences, cardiology, diabetes and endocrinology, musculoskeletal disorders, ageing, infection and immunity, international health, critical care including anaesthesia, emergency medicine and intensive care, cancer, clinical and community-based epidemiology and clinical trials for new therapies and devices. With a large proportion of our academic staff holding appointments at one or more of these health services, the Department effectively translates its cutting-edge and innovative research to clinical outcomes leading to world-leading clinical care and community impact.

The Department generates 70% of its income from research, managing \$34 million in research funding in 2019 across 190 research projects. It is home to 250 staff, 280 graduate researchers and 400 honorary staff all of whom are engaged in our research, teaching and engagement activities.

### **6.2 WESTERN PRECINCT**

<https://medicine.unimelb.edu.au/study/current-student-resources/md-students-resources/clinical-schools/clinical-schools-zones/northwest-zone/western-clinical-school>

<https://medicine.unimelb.edu.au/school-structure/medicine-and-radiology/about-us/department-sections/western-precinct>

<https://medicine.unimelb.edu.au/school-structure/surgery/about-us/department-precincts/western-campus>

The Western Precinct located across Sunshine and Footscray hospitals. is home to 60 staff, 30 graduate researchers and 60 honorary staff from across 5 departments. The Precinct includes the Western Health Clinical School supporting our Doctor of Medicine students.

### 6.3 NORTHERN PRECINCT

<https://medicine.unimelb.edu.au/study/current-student-resources/md-students-resources/clinical-schools/clinical-schools-zones/northwest-zone/northern-clinical-school>

The Northern Precinct located at Epping is home to 26 staff as well as the Northern Health Clinical School.

### 6.4 MELBOURNE MEDICAL SCHOOL

[medicine.unimelb.edu.au/](https://medicine.unimelb.edu.au/)

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. The School is ranked 14th in the world (Times Higher Education World University Rankings 2020 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

With ten clinical departments (Baker Department of Cardiometabolic Health, Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) the MMS has more than 1050 academic and professional staff members at our Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. MMS staff are privileged to work alongside more than 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students. The School has partnerships and research collaborations across the 30 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as national and international partnerships.

MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the School's flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia, setting a new benchmark in medical education.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$95 million, the School's research effort is highly collaborative, spanning basic and translational research. MMS has over 500 higher degree by research candidates.

School staff members also lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service.

Under the leadership of Professor John Prins, MMS is undertaking exciting new developments, including a major review of the MD curriculum, an emphasis on the clinician-scientist career trajectory (in partnership with affiliated hospitals, medical research institutes and foundations), and a reinvigorated focus on clinically relevant research. These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership

positions across the School. These positions present a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

## 6.5 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[mdhs.unimelb.edu.au](http://mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

## 6.6 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## 6.7 THE UNIVERSITY OF MELBOURNE'S STRATEGIC PLAN 2020-2030: ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

### Governance

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at