Administrative Officer, Electives

School of Medicine
Fremantle Campus

Candidate information pack
notredame.edu.au
ABOUT THE UNIVERSITY OF NOTRE DAME AUSTRALIA

The Objects of the University are:

a) the provision of university education, within a context of Catholic faith and values; and

b) the provision of an excellent standard of –
   i) teaching, scholarship and research;
   ii) training for the professions; and
   iii) pastoral care for its students.

The University of Notre Dame Australia is a private Catholic university with over 700 staff providing an exceptional educational experience to over 12,000 students across our Broome, Fremantle and Sydney campuses.

Degrees and courses are offered in: Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy and Theology.

The University has sought to create an environment where staff and students feel part of a community, welcoming people from all backgrounds regardless of their faith. As a Catholic University, Notre Dame is committed to the pastoral care of staff and students.

The University seeks to recruit outstanding people who understand and respect our Objects, and have the skill, experience, qualifications, drive and persistence to pursue them. We expect our staff to be committed to excellence, to be creative, resourceful, self-initiating, and caring of each other and their students.

The University has a focus on educating the whole person and in forming our students intellectually within the context of the integration of faith and reason.

We achieve this through providing a liberal arts education in the Catholic intellectual tradition. As a young and innovative university, we are dedicated to providing a personal service to our students and adopting a caring approach to learning. Providing high quality university teaching, and professional work experience opportunities are critical to preparing our students for life and great career.

Integral to our success is our staff. We greatly value their loyalty to the University, our students and their commitment to striving for excellent results.

We look forward to welcoming you to our unique Notre Dame community.

For more information about Notre Dame, working for a Catholic university and our Staff Benefits visit notredame.edu.au/about/employment
POSITION DETAILS

Position title: Administrative Officer, Electives
School/Office: School of Medicine
Location: Fremantle Campus
Employment type: Part-time (0.5FTE), Fixed-term (ending 13 November 2020)
Remuneration: $39,581 pa (Level 5), inclusive of $34,564 salary pa, 13% superannuation and 17.5% annual leave loading
Closing date: 28 January 2020

About the role
The Administrative Officer, Electives will be responsible for managing and administering the School’s electives program, for both outgoing and incoming medical students.

Enquiries about the role
For further information about the role, please contact Professor Jane Courtney, Associate Dean (Clinical), School of Medicine (08) 9433 0962 / Jane.Courtney@nd.edu.au.

How to apply
Submit your application to jobs@nd.edu.au

Applicants are expected to address all selection criteria in their application and have current and valid work rights in Australia.

For further information on how to prepare your application visit notredame.edu.au/about/employment/how-to-apply

Aboriginal and Torres Strait Islander people are encouraged to apply.

The University of Notre Dame Australia seeks to increase the diversity of our workforce to better meet the different needs of the University and its stakeholders and to improve equal opportunity outcomes for our staff.
DUTY STATEMENT

The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position reports to the Associate Dean (Clinical).

The duties of the position include, but are not limited to:

1. managing and administering all aspects of the electives program for MEDI6300 and MEDI6400 students including, but not limited to:
   a) ensuring that, where possible, all occupational health issues have been addressed;
   b) ensuring that students are only travelling to areas considered safe by the department of foreign affairs and trade and where they are covered by the university’s insurance policies and/or their own suitable insurance;
   c) updating all policy documents to reflect the above requirements;
   d) liaising with the sites where electives are occurring;
   e) implementing an efficient electives process;
   f) maintaining a register of all student electives;
   g) monitoring and reviewing the electives program and recommending revisions as necessary; and
   h) collecting timely feedback regarding the electives program from students and teachers.

2. supporting the incoming electives program including ensuring that the program:
   a) matches the goals and objectives of the school and the university;
   b) does not conflict with or overload the school’s clinical placements in the private and public health care system;
   c) does not impact adversely on the School’s finances.

3. liaising with the sites where incoming electives are occurring;

4. providing administrative support as required

5. acting as the principle contact point at the School for students completing their elective at the School of Medicine, Fremantle; and

6. other duties as directed by the Associate Dean (Clinical), or delegate.
**ORGANISATIONAL CHART**

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**Associate Dean (Clinical)**

- **Clinical Assessment Coordinator**
- **This position**
- **Clinical Students Coordinator**
- **Clinical Curriculum Coordinator**

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**SELECTION CRITERIA**

**Essential**

1. Supportive of the *Objects* of Notre Dame as a Catholic University.

**Qualifications and Experience:**

2. Completion of a degree or an equivalent combination of relevant experience and education.

3. Demonstrated experience managing and coordinating programs with a high level of responsibility and organisation.

**Knowledge, Skills and Abilities:**

4. Proven organisational skills with the ability to meet deadlines, set and achieve realistic goals and establish work priorities.

5. Excellent interpersonal, oral and written communication skills with ability to liaise effectively with students, academic staff and members of the medical community.

6. Highly developed computer literacy, experience in particular with Excel and Word.

7. Demonstrated ability to maintain confidentiality and to exercise tact, discretion, initiative and sound judgment.

**Desirable**

8. Previous experience in a similar position.