



## **ABOUT THE UNIVERSITY OF NOTRE DAME AUSTRALIA**

The University of Notre Dame Australia is a private Catholic university with campuses in Fremantle, Broome and Sydney. **The Objects of the University** are the provision of university education within a context of Catholic faith and values and the provision of an excellent standard of teaching, scholarship and research, training for the professions and the pastoral care of its students.

**The Code of Ethical Standards** is addressed to all health care practitioners working in Catholic health and aged care organisations. The Code of Ethical Standards for Catholic Health and Aged Care Services in Australia sets out the principles of health care in the Catholic Tradition. It seeks to provide practical guidance and a deeper understanding of the theological and ethical context in which compassionate health, aged and community care is provided. For further information on the Code of Ethical Standards for Catholic Health and Aged Care Services in Australia, please visit:

<http://www.cha.org.au/code-of-ethical-standards.html>

The **School of Medicine, Sydney** is committed to developing and training excellent, caring, ethical doctors. We seek to provide excellence in medical education and training delivered in the context of Catholic faith and values, with respect for human life, dignity and social justice.

The School seeks expressions of interest from registered or recently retired medical practitioners who are interested in developing the Riverina Rural Training Hub. Based at the Wagga Wagga Clinical School campus the program has been funded to integrate rural training to address rural workforce requirements. More information about this program can be found at <http://www.health.gov.au/internet/main/publishing.nsf/content/regional-training-hubs> .

## **How to Apply**

Please thoroughly read this Expression of Interest Pack then complete the Application Cover Sheet located on page three. Send your Application Cover Sheet along with the required documents to us, following which we will contact you once your application has been reviewed.

## **Further Enquiries:**

Fran Trench  
Training Support & Executive Officer  
Phone: (02) 8204 4607  
[fran.trench@nd.edu.au](mailto:fran.trench@nd.edu.au)

The University of Notre Dame Australia  
School of Medicine, Sydney Campus  
PO Box 5050  
Wagga Wagga NSW 2650



## **CATHOLIC INTELLECTUAL LIFE FOR PROSPECTIVE STAFF**

### **The Catholic Faith**

The Catholic faith unites twenty centuries, all nations and at present around 1.2 billion people. The Catholic Church's key work is 'sanctification': making the world holy; bringing people to God through Jesus Christ.

Many who are not Catholic but belong to a different Christian church have important and valuable relationships with the Catholic Church. The Church also has significant relations with the other major world faiths.

The Church seeks sanctification in many ways, including by a number of activities and works; most obviously in this country through engagement in healthcare, education and social services (the Church is the largest healthcare provider on earth, and operates one of the largest education systems globally). In addition, the Church's moral teaching—the understanding of the moral life the Church proposes and commends to the faithful—animates countless projects and activities throughout the world, as well as the lives of hundreds of millions of people, including many millions of Australians.

Many people who do not share Catholic faith have enjoyed happy working relationships within Church institutions and agencies. Of course, for this to be possible there has to be some understanding of the Church's position, particularly as it reflects our own work and life, and a genuine respect for this position. In other words, people who completely reject the Church's stance, or find it offensive, uncomfortable, impossible to support in the workplace, embarrassing to identify with as a staff member etc. are unlikely to be suited to working in Church institutions. This is the same basic position as any university or any other institution adopts and follows through its Mission Statements and other statements of value and purpose.

The Church's requirement of all who work within Catholic institutions is genuine respect; and from staff members who are themselves Catholic the Church asks a little more: an active support for the work of the Church in their institution.

### **The Catholic Intellectual Tradition**

At Catholic universities the most prominent aspect of the Church is the Catholic intellectual tradition. It is important for all staff members of a Catholic university to know something about this - and for all academic staff members to be familiar with the main ideas and open to learning more - as it is these ideas which are the context for the institution's view of academic life.

Catholic intellectual tradition begins with the thought that faith is fully compatible with reason (i.e. there is no conflict between our religion and any true science or other academic knowledge). The tradition acknowledges that:

- men and women of all traditions can come to know that God exists by using their minds, their reason—though to know much more about Him will also require faith;
- people can distinguish between reality and illusion, and so can know the objective truth about the world;
- ethics, or morality, is not simply a matter of what you like or what your culture approves but is based on some objective moral truths about human persons and their flourishing—truths that hold across cultures;
- the foundations of morality (e.g. we should never attack human life; truth is good and should be pursued; marriage and family are great social goods; people have a natural right to anything strictly necessary for their welfare; and so on) are known by reason, our own thinking minds—we do not need faith to know the basis of morality;
- society exists to serve the common good and has a particular duty towards the needs of the most vulnerable—from conception to old age;
- prayer is a crucial activity for religious believers; we pray together frequently for the happiness and salvation of all peoples, including our own happiness and salvation; and
- it is our Christian duty to provide the works of the Church humbly to all who can benefit from them.

Catholic intellectual tradition contains many ideas, inspires hundreds of universities, colleges, seminaries and thousands of schools. Catholic intellectual tradition also underpins whole systems of Christian social action and informs the personal and working lives of millions of individuals. The tradition is captured in many publications, including teaching documents of the Church—official statements and explanations of Catholic positions. The University can always give advice on how to access these documents. One obvious starting place to learn about the Catholic faith is the Compendium to the Catechism of the Catholic Church, a short version of the longer Catechism document, which is widely available. To learn more specifically



about the Catholic intellectual tradition one good introductory source is Our Sunday Visitor's Encyclopedia of Catholic Doctrine (Our Sunday Visitor: 1998).

## **HOW TO PREPARE YOUR APPLICATION**

### **Selection Criteria**

- You should address each criterion separately with its own heading demonstrating how you meet that particular essential or desirable criteria. This is the most important part of your application. Applicants must address the selection criteria to be considered for this position.

### **Qualifications**

- If you are listing qualifications and training as part of your application in your resume, you should provide certified copies with this application or be prepared to provide them at your interview if shortlisted. (Do not provide originals with your application).
- The University reserves the right to source reference the Applicant's qualifications and training with the relevant institution/s where the degree/qualification was earned.

### **Referees**

- Provide names and contact details of at least three referees (either written referees or verbal) who can comment on your work experience, ideally as a manager or supervisor. The University, however, reserves the right to contact referees not nominated by the applicant.

### **Right to Work in Australia**

- You are required to submit evidence of your legal right to work in Australia as outlined by the Australian Immigration & Citizenship. One of the following will be required: (Do not provide originals at this time)
  - ✓ Australian passport
  - ✓ Australian Certificate of Citizenship
  - ✓ If born before 20 August 1986, an Australian birth certificate
  - ✓ If born after 20 August 1986, an Australian birth certificate and proof at least one parent was born in Australia
  - ✓ Visa that entitles you to work in Australia **AND** a copy of your foreign passport showing your name, date of birth, issuing country and passport number.

### **Other Clearances**

- Depending on the position your are applying for, a Federal Police Clearance or Working With Children Check may be a requirement before commencing in this position.

### **Applicant Cover Sheet**

- Complete the Applicant Cover Sheet, located on the last page of this pack, and submit as part of your application

### **Processing Applications**

- Once your application is submitted we will acknowledge receipt by email only.
- The short-listing process is usually completed within two weeks of the closing date. Shortlisted candidates will be contacted by telephone to arrange an interview.
- If you have not been contacted within this timeframe, unfortunately you have not been successful in being short-listed for an interview and no further correspondence will be forthcoming.



- The University is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all.

#### **PRIVACY STATEMENT**

The information provided in your application will only be used for the administrative purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <http://www.nd.edu.au/copyright.shtml#Privacy>.

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email [Sydney.staffing@nd.edu.au](mailto:Sydney.staffing@nd.edu.au).



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**SCHOOL OF MEDICINE SYDNEY  
WAGGA WAGGA CLINICAL SCHOOL**

**DUTY STATEMENT**

**DIRECTOR, RIVERINA RURAL TRAINING HUB  
(Level D, Part-time 0.4 FTE, Maximum-Term until December 2018)**

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

The position is based at School of Medicine Wagga Wagga Clinical School and reports to the Associate Dean Rural Clinical School, School of Medicine, Sydney.

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

- being responsible for the management and coordination of the Riverina Rural Training Hub (RRTH) and supporting a team of clinical leads and professional staff by significantly contributing to developing and implementing the objectives of the program;
- facilitating initiatives that provide and develop innovative training solutions to address rural medical workforce recruitment and retention;
- leading and directing the operation of the RRTH to achieve the following:
  - improving the coordination of the stages of medical training to enable students intending to practice rurally to complete as much of their medical training as possible within regional and rural areas;
  - identifying students with an interest in practising rurally and facilitating access to networked rural training opportunities at an early stage in their careers;
  - developing regional training capacity by supporting clinical training supervisors, assisting health services to accredit new training positions and supporting local medical practitioners to become clinical supervisors;
  - developing and strengthening connections with key stakeholders to improve the continuity of training for medical students and trainees within their regions; and
  - identifying and targeting regional workforce needs.
- providing leadership in developing initiatives to:
  - identify new medical training capacity in line with rural medical workforce needs;
  - support undergraduate and postgraduate medical trainees to complete vocational training in a rural location; and
  - link initiatives to develop and support postgraduate medical training to local workforce needs.
- building relationships and sustaining engagement with organisations and people involved with post graduate medical training including: HETI, Specialist Medical Colleges, Remote Vocation Training Scheme, PHN, GP RTOs, Directors of Postgraduate Training and the Local Health District to achieve Hub outcomes;
- liaising with Specialist Colleges and health service providers to develop specialist training positions in the RRTH region;
- coordinating and developing initiatives to facilitate local GP training, including: GP terms, generalist GP positions, GP advanced training posts and hospital advanced procedural training;
- leading the development of potential Junior Medical Officer and Medical Student pathways to achieve the objectives of the program;
- liaising with the University of New South Wales RRTH to ensure a seamless and consistent approach to regional postgraduate medical training in the region;
- leading the development of systems and processes to manage and monitor activity to meet reporting and contractual requirements, including the preparation of high-level reports and data sets;
- making a significant contribution to scholarship and research relevant to the discipline and within the University;
- following all Work Health and Safety policies and procedures of the university; and
- other duties as requested by the Director.



## SELECTION CRITERIA

### ESSENTIAL

- Supportive of the Objects of Notre Dame as a Catholic university
- Understanding of, and commitment to, teaching in the context of the Code of Ethical Standards for Catholic Health and Aged Care Services in Australia

### QUALIFICATIONS AND EXPERIENCE:

- Fellowship with a specialist medical college or equivalent
- Registration or eligibility for registration with AHPRA as a Medical Practitioner
- A strong record of successful interaction with relevant authorities and professional and training organisations, and experience contributing to administration in an academic environment
- A record of achievement in teaching and supervision at undergraduate and postgraduate level, or equivalent senior professional experience

### KNOWLEDGE, SKILLS AND ABILITIES:

- Evidence of strong leadership skills in a professional environment
- Ability to work independently and collegially within a multidisciplinary team
- proficiency with standard office computing programs, email and websites
- Demonstrated ability to develop, lead, and complete projects
- Sound written and verbal communication and interpersonal skills
- Demonstrated attention to detail and a high-level of accuracy
- Knowledge of Work Health and Safety practices and commitment to attending relevant Work Health and Safety training

### DESIRABLE

- A Federal Police Clearance may be requested as part of the employment process



**APPLICATION COVER SHEET**

After you have read the job application pack, complete this page and submit with your application documents.

Name

Email

Position applied for

School / Department

Closing Date

How did learn about this vacancy?

Please check the following to ensure your application is complete:

- Cover Letter (optional)
- Resume or CV included
- Explanation of how you meet each of the individual Selection Criteria included
- Copies of any relevant academic or training transcripts or qualifications included (if you choose not to provide copies of these at this time, you will be required to bring them to your interview)
- A form of Photo ID included (can include your work rights documentation such as passport)
- Documents showing you are legally allowed to work in Australia included (See "HOW TO PREPARE YOUR APPLICATION " in the application pack detailing the required documents)
- If you are emailing your application it must be in **PDF** or Microsoft **Word** format
- If you are emailing your application it must be less than 10 megabytes in size
- A valid email address is clearly shown in your application as we will only acknowledge receipt to all posted and electronic applications via email
- Yes  No Are you an existing UNDA employee? (includes sessional, casual or fixed term)
- Yes  No Do you authorise UNDA to contact your nominated referees?
- Yes  No Do you want to be considered for other similar vacancies at UNDA?
- Yes  No If required, do you give permission for UNDA to verify your work status with the Australian Department of Immigration & Citizenship?

**Privacy Statement** The information provided in your application will only be used for the administrative purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at

<http://www.nd.edu.au/copyright.shtml#Privacy>.

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email [sydney.staffing@nd.edu.au](mailto:sydney.staffing@nd.edu.au).

If you have completed and checked the above items, please **send your application to:**

Email applications: Angela Tebbutt  
 Postal Applications: [angela.tebbutt@nd.edu.au](mailto:angela.tebbutt@nd.edu.au)  
**The University of Notre Dame Australia**  
**School of Medicine, Sydney Campus**  
**Level 2, 160 Oxford St**  
**DARLINGHURST NSW 2010**