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## ADVERTISEMENT

### SCHOOL OF MEDICINE SYDNEY CAMPUS

#### HEAD OF ASSESSMENT (Level C-D, Full-Time)

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.

**Salary: \$119,307 - \$ 142,735 per annum (pro rata)  
(Plus 12% Superannuation and 17.5% Leave Loading)**

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 Medicine program is a four-year Graduate Entry program. Students complete the first two foundation years at the School of Medicine, Sydney and the final two clinical years based at clinical schools in metropolitan and rural New South Wales and Victoria.

The School is currently seeking a Head of Assessment to provide team leadership and management of the assessment and examination processes for the Medicine degree.

The Head of Assessment will prepare and oversee examinations, ensure consistency of student learning and assessment across the School, and develop and deliver training in assessment techniques. The role will liaise with internal and external academics and bodies to benchmark and develop standard examinations and assessments.

To be considered for this role, applications should address the selection criteria as listed in the position job pack.

**Applications close when appointment made**

The University reserves the right to appoint by invitation or make no appointment at all.

PLEASE SCROLL DOWN FOR APPLICATION PACK

# APPLICATION PACKAGE

Thank you for your interest in our vacancy for:

<b>Position Title:</b>	Head of Assessment
<b>School /Office:</b>	School of Medicine
<b>Level:</b>	C-D
<b>Type:</b>	Full-time

To ensure you understand the position you are applying for, and the requirements of the application process, please read the following information carefully:

- About the University and *The Objects* of Notre Dame Australia
- Catholic Intellectual Life for Prospective Staff
- The Strategic Plan 2013 – 2016 of the University  
([http://www.nd.edu.au/university/strategic\\_plan.shtml](http://www.nd.edu.au/university/strategic_plan.shtml))
- How to prepare and complete your application
- Position Information
- Duty Statement
- Selection Criteria
- Applicant Checklist

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

The University of Notre Dame is a private Catholic university with campuses in Fremantle, Broome and Sydney. Notre Dame follows the tradition and practices of Catholic higher education which, for centuries, has offered leadership in university education. It is committed to a personalised education, underpinned by pastoral care and support for all its students. Degrees and courses are offered in the following disciplines: Arts & Sciences, Business, Education (Teaching), Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy & Theology.

The Sydney campus is located at Broadway and Darlinghurst with convenient access to public transport, affordable student accommodation and essential amenities. Former churches, schools, and presbyteries have been sensitively and beautifully restored to form the beautiful Sydney campus. The restoration has returned them to their rightful position, historically, culturally and significantly, as Sydney heritage landmarks.

The core part of the redevelopment has been the major restoration to the historic St Benedict's and Sacred Heart Churches, which serves the parish and inner-city communities.

Additional information about the university can be found at our website at: [www.nd.edu.au](http://www.nd.edu.au)

In particular, please read our staff code of conduct found here:  
<http://www.nd.edu.au/nav-staff-and-future-staff/working-at-notre-dame>

## **THE OBJECTS OF THE UNIVERSITY**

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.

(Section 5, The University of Notre Dame Australia Act (1989))

## **CODE OF ETHICAL STANDARDS**

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>

## **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 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

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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 you 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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## POSITION INFORMATION

### SALARY RANGE

- Level : C-D
- Base Salary per annum : \$119,307 - \$ 142,735 (pro rata)
- Plus 12% superannuation
- 17.5% annual leave loading

### HOURS

- Full-time
- The exact times and days to be worked will be negotiated with the successful applicant subject to the operational requirements of the organisation

### STARTING DATE

- as negotiated

### LOCATION

- Darlinghurst Campus:

[http://matrixprod.nd.edu.au/downloads/map/darlinghurst\\_map\\_internal\\_2010\\_oct10.pdf](http://matrixprod.nd.edu.au/downloads/map/darlinghurst_map_internal_2010_oct10.pdf)

### ENQUIRIES ABOUT THE POSITION

- Professor Lyn Madden, Associate Dean, Learning & Teaching  
Phone: (02) 8204 4478  
Email: [lynne.madden@nd.edu.au](mailto:lynne.madden@nd.edu.au)  
(**DO NOT** email your application to this address. See “*APPLICANT COVER SHEET*” for instructions)

### CLOSING DATE FOR APPLICATIONS:

- Applications close when appointment made

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## **DUTY STATEMENT**

### **SCHOOL OF MEDICINE SYDNEY**

#### **DUTY STATEMENT**

#### **HEAD OF ASSESSMENT (Level C-D, Full-Time)**

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

This position is based at the School of Medicine, Darlinghurst Campus and reports to the Associate Dean, Learning and Teaching, School of Medicine, Sydney Campus and through them to the Dean of the School of Medicine, Sydney.

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

1. leading the assessment program team and managing the assessment and examination processes;
2. maintaining the assessment policies that clearly outline assessment and progression requirements, and ensuring it is accessible to all staff and students;
3. chairing the Assessment Committee of the School and participating in the Medical Education Forum as the Assessment content expert;
4. ensuring that assessment practices, processes and standards are consistent across the School and enhancing teaching, curriculum delivery, and quality of assessments;
5. organising and facilitating the development of and training in assessment techniques for academics/clinical teachers in the medical program;
6. developing innovative approaches to assessment that build on current pedagogical advances, including the use of online examinations and mobile devices;
7. liaising with Heads of Domain on the development of formative and summative assessments, in conjunction with Heads of Discipline, ensuring constructive alignment of the medical program;
8. maintaining a bank of formative and summative questions and clinical stations for the medical program examinations, and coordinating the standardisation of assessment items;
9. preparing and overseeing examinations for the Medicine program, implementing the School's assessment policy;
10. coordinating the marking of examinations to ensure quality and consistency;
11. undertaking evaluation of student assessment results, and presenting reports to the School and Board of Examiners;
12. analysing student performance in examinations, and providing feedback to relevant staff to identify underperforming students in a timely manner;
13. continually improving the assessment and feedback processes of the School with reference to analysis of local experience, and national and international best practice;
14. developing strategic links with external bodies with the aim of sharing skills, recognising and replicating best practices and undertaking benchmarking activities;
15. conducting original research relevant to student assessment in medical education;
16. teaching and supervising relevant research activities, as required;



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17. participating in University governance, attending School or University committees and events as required by the Dean;
  18. undertaking liaison with UTS academics, especially in relation to preclinical years assessment; and
  19. other duties as directed by the Dean.

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## SELECTION CRITERIA

### ESSENTIAL

1. Supportive of the Objects of Notre Dame as a Catholic university
2. 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:

1. A PhD or equivalent in a relevant area
2. Qualifications in health, education or other relevant field
3. Experience with the education and assessment of health professionals
4. Extensive knowledge and experience of implementing assessment programs

### Knowledge, Skills and Abilities:

5. Familiarity with statistical methods to support assessment analytics and interpretation
6. Ability to work in a multidisciplinary team
7. Proficiency with the MicroSoft Office Suite of Programs
8. Strong written and verbal communication and interpersonal skills
9. Highly developed organisational and management skills

### DESIRABLE

10. MBBS or equivalent
11. Registration or eligibility for registration with the Medical Board of Australia and provision of a Certificate of Good Standing from the Board
12. Experience in curriculum development and implementation
13. Research experience or interest in research

## 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 you learn of 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:	<a href="mailto:sydney.recruitment@nd.edu.au">sydney.recruitment@nd.edu.au</a>
Postal Applications:	<b>Staffing Office</b> <b>The University of Notre Dame Australia</b> <b>PO Box 944</b> <b>Broadway NSW 2007</b>