**Role Statement – Deputy Head of Medical Program, College of Medicine and Public Health**

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| **ROLE DETAILS** | |
| **College** | **Medicine and Public Health** |
| **Supervisor** | **Head of Medical Program** |
| **Engagement Type** | **Fixed-term, part-time (0.2FTE), until 31 December 2020** |
| **ROLE SUMMARY** | |
| Under the general direction of the Head of Medical Program, the Deputy Head of Medical Program, College of Medicine and Public Health, as a member of the senior academic leadership of the Doctor of Medicine course is responsible for all its elements – selection, curriculum, delivery and assessment.  The Deputy Head will be an active educator who focuses on the disciplinary integrity of the medical course.  The Deputy Head will engage with student, community and professional stakeholders to promote a strong, positive profile for the College’s educational endeavours within the University and externally, with the expectation of participation in activities that promote the MD.  In addition, it is expected that the Deputy Head will work collaboratively with the College Leadership and academic and professional staff to effectively promote the identity and academic strengths of the Doctor of Medicine course, particularly its recognition in the external community. | |
| **UNIVERSITY EXPECTATIONS AND VALUES** | |
| All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University’s code of conduct and are expected to:   * demonstrate commitment to the University’s values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred. * contribute to the efficient and effective functioning of the team or work unit in order to meet the University’s objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one’s supervisor. * promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity. * perform their responsibilities in a manner, which reflects and responds to continuous improvement. * familiarise themselves and comply with the University’s Work Health and Safety, Injury Management and Equal Opportunity policies.   *In addition, it is a requirement of this position that the incumbent maintain a current Child Related Employment Screening, which is satisfactory to the University in accordance with the Children’s Protection Act 1993 (SA).* | |

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| **KEY RESPONSIBILITIES** |
| The Deputy Head of Medical Program works in collaboration with, and under the guidance and general direction of, the Head of Medical Program and College Executive, to:   1. Contribute to the academic leadership in the Doctor of Medicine (MD) course, with a particular focus on the Bedford Park site. 2. In collaboration with the Head of Medical Program, assist in the the oversight of standards pertaining to the MD course, and with the Academic Leadership group, the preservation of disciplinary integrity for medicine. 3. Briefing the Head of Medical Program on any matters relating to the quality and any risks of the MD course and engage in strategic planning. 4. Participating in quality reviews and working with the academic and professional staff to ensure relevant professional accreditation for the MD course. 5. Foster stakeholder engagement, consultation and opportunities for new relationships, for matters relating to the Medical Program, with a particular focus on Flinders Medical Centre, and other stakeholders including in the public and private health services of metropolitan Adelaide. 6. Promulgating the strengths of, and represent the interests of, the MD course 7. Other responsibilities in line with the level of the role may be assigned by the Dean, Education or the Vice-President and Executive Dean and/or the University. 8. Actively teach and assess in the Medical Program. |
| **KEY CAPABILITIES** |
| * Completion of a PhD or EdD or equivalent qualification such as a speciality medical fellowship in a field relevant to medicine. * Currently registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a medical practitioner. * Demonstrated relevant clinical experience as a medical practitioner in Australia. * Significant demonstrated understanding and experience of curriculum reviews and internal and external accreditation activities. * Demonstrated excellent oral and written communication skills and interpersonal skills, including the demonstrated evidence of the ability to develop, establish and maintain effective relationships with staff, students and industry. * Experience in teaching and supporting student success. * Demonstrated ability to contribute constructively and collaboratively to the overall performance and positioning of MD course including for external accreditation. * Experience in managing educational quality assurance processes, including those relating to delivery through third-parties such as clinical placement providers. * An understanding of University systems with regard to quality assurance and governance. * Demonstrated ability to work effectively in a collegiate environment and to develop and achieve shared goals and objectives, and to negotiate agreed directions and outcomes. |