

**APPLICATION PACKAGE**

Thank you for your interest in our vacancy for:

**Position Title:** Lecturer, Population and Preventative Health Domain

**School:** School of Medicine, Fremantle Campus

**Level:** Level B, Step 1 $95,240 per annum, pro-rata

**Type:** Part-time 0.5FTE, Continuing

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

1. About the University and The *Objects* of the University;
2. Catholic Intellectual Life for Prospective Staff;
3. Code of Ethical Standards;
4. Duty Statement;
5. Selection Criteria;
6. General Information; and
7. Application Cover Sheet.

**To apply for the position, please ensure that your application include the information as required on the University website** [**https://www.notredame.edu.au/about/employment/how-to-apply**](https://www.notredame.edu.au/about/employment/how-to-apply)

**ABOUT THE UNIVERSITY AND THE *OBJECTS* OF THE UNIVERSITY**

The University of Notre Dame Australia is a Catholic university with campuses in Fremantle, Broome and Sydney.

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))

**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.

**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>



**school of medicine**

**FREMANTLE campus**

**Duty Statement**

**lecturer, population and preventation health domain**

**(Level B, Part-time 0.5FTE)**

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 accountable to the Dean, School of Medicine, through the Chair of Population and Preventative Health (PPH) Domain and is responsible for assisting the Chair of PPH Domain in reviewing and delivering the PPH components of the medical curriculum.

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

1. supporting the Chair of the PPH Domain in:
   1. liaising with the other three Domains (Basic and Clinical Science, Communication and Clinical Practice, Personal and Professional Development), the Aboriginal health team, the Research team, the Medical Education and Support Unit and other relevant staff to integrate population and preventive health into all four years of the medical curriculum;
   2. developing and maintaining the PPH Curriculum which includes:
      1. Reviewing and revising the PPH learning objectives and the associated learning resources as required in the Problem Based Learning (PBL) curriculum in Years 1 and 2; the discipline-based curriculum in Year 3 and the Clinical Audit in Year 4;
      2. ensuring that there is vertical integration of the PPH learning objectives across the four years of the medical program;
      3. identifying, recruiting and coordinating lecturers and tutors for PPH teaching activities as required; and
      4. ensuring defensible assessment of PPH learning objectives using formative and summative assessment tasks including, but not limited to, written and clinical examinations, assessment tasks such as reflections, population studies and clinical audit proposals and reports.
   3. evaluating curriculum delivery and making recommendations for improvement;
   4. representing the PPH Domain on School committees as required, and contribute to the School and broader University as appropriate; and
   5. promoting population and preventive health to the student body by the development of educational initiatives as appropriate.
2. carrying out teaching duties as required. This could include being a PBL or other small group tutor within the School’s integrated curriculum, delivering PPH teaching in lectures, on-line and other formats, and marking PPH assessment tasks;
3. conducting research in areas of mutual interest, develop new areas of research and collaborate in ongoing research projects;
4. promoting The University of Notre Dame Australia at open days and marketing days;
5. ensuring compliance with Occupational Health and Safety standards and guidelines including identifying, assessing and controlling health and safety risks in the workplace; and
6. other duties as directed by the Chair PPH Domain or delegate.

September 2019

**SELECTION CRITERIA**

**Essential**

1. Understanding of and commitment to teaching in the context of the Code of Ethical Standards for Catholic Health and Aged Care Services in Australia.
2. Strongly committed to and supportive of the Objects of the University.

#### Qualifications and Experience:

1. Master of Public Health or equivalent post-graduate degree in a relevant field.
2. Experience of working as a public health practitioner or public health physician.

#### Knowledge, Skills and Abilities:

1. A sound understanding of adult learning principles.
2. Outstanding interpersonal and communication skills with demonstrated ability to develop and maintain mutually beneficial relationships with the staff members across the University, external institutions and partners.
3. Strong links with the medical profession and/or the public health sector.
4. Excellent organisational and time management skills, attention to detail and demonstrated initiative and flexibility.

**Desirable**

1. A medical degree registrable with the Medical Board of Australia; and/or College Fellowship in a relevant speciality; and/or Educational qualifications.
2. Currently practising in public health or relevant related field.
3. Distinguished record of scholarship and research.
4. Experience of teaching in medicine and/or public health.

General information

**SALARY RANGE**

UNDA 2019 Academic Staff Salary Scales (Full Time Equivalent):

Academic Classification Level B, Step 1 $95,240 per annum, pro-rata

(Pro rata salary - 0.5FTE $47,620 pa)

Plus 12% superannuation and 17.5% annual leave loading.

**APPOINTMENT**

This appointment is a part-time (0.5FTE/18.75 hours per week) continuous contract which includes an 18 month probationary period.

This position is accredited by the Australasian Faculty of Public Health Medicine as an advanced training position for public health physician trainees. The position has potential to be accredited as an extended skills position for general practice (WAGPET) trainees.

**APPROXIMATE STARTING DATE**

As negotiated with the successful applicant.

**LOCATION**

School of Medicine

The University of Notre Dame Australia

Fremantle WA 6160

https://www.notredame.edu.au/current-students/get-help/campus-maps

**ENQUIRIES ABOUT THE POSITION**

**Note: This is not to be used for submission of applications**

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Professor Donna Mak, Chair, Population and Preventative Health Domain:

Phone: (08) 9433 0234, Email: [donna.mak@nd.edu.au](mailto:donna.mak@nd.edu.au)

**CLOSING DATE FOR APPLICATIONS: No later than 9.00am Monday 7 October 2019**

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.

Shortlisted candidates will be contacted by telephone to arrange an interview.

No further correspondence will be forwarded to unsuccessful applicants.

All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office otherwise your application may not be considered.

**SUBMITTING YOUR APPLICATION**

**To apply for the position, please ensure that your application include the information as required on the website** [**https://www.notredame.edu.au/about/employment/how-to-apply**](https://www.notredame.edu.au/about/employment/how-to-apply)

**Please ensure you submit the following attachments in PDF format as part of your application**

* The application cover sheet
* Covering letter
* Resume
* Selection criteria
* Qualifications
* Evidence of your legal right to work in Australia
* Other clearances (if applicable)

***Aboriginal and Torres Strait Islander people are encouraged to apply.***

***As per section 51 of the Equal Opportunity Act 1984 (WA), The University of Notre Dame, Australia seeks to increase the diversity of our workforce to better meet the different needs of our University and stakeholders and to improve equal opportunity outcomes for our staff.***

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| Applications should be emailed or faxed:  Email: [jobs@nd.edu.au](mailto:jobs@nd.edu.au)  Fax: 08 9433 0544 | Postal applications should be addressed to:  Staffing Office  The University of Notre Dame Australia  PO Box 1225  Fremantle WA 6959 |
| ***Thank you for your interest in employment at The University of Notre Dame Australia*** | |

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| **APPLICATION COVER SHEET** | | | | | | | | | | | | | | | | | | | | | | | | |
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| **POSITION DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Position Title** | |  | | | | | | | | | | | | | | | | | | | | | | |
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| **School/Office** | | | | | | | | | | | | | | | | | | | | | | | | |
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| Where did you learn of this vacancy? | | | | | | ❒ Seek | | | | | | | ❒ The West | | | | |  | | | | | | |
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|  | | | | | | ❒ UNDA Website | | | | | | | ❒ Other *(please specify)* | | | | |  | | | | | | |
| **APPLICANT DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| Title ❒ Mr ❒ Mrs ❒ Ms ❒ Miss ❒ Dr ❒ Prof. ❒ Assoc Prof | | | | | | | | | | | | | | | | | | | | | | | | |
| Given Names |  | | | | | | | | Family Name | | | | | |  | | | | | | | | | |
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| Email Address | |  | | | | | | | | | | | | | | | | | | | | | | |
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| Resident Status: *(please attach evidence)* | | | | | | |  | | | | | | | | | | | | | | | | | |
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| Visa Type: *(please attach evidence)* | | | | | | |  | | | | | | | | | Visa Expiry Date | | | | | |  | | |
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| Are you an existing UNDA employee? ❒ Yes ❒ No | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you give permission for UNDA to verify your visa status with the Department of Immigration & Citizenship? ❒ Yes ❒ No | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you give permission for UNDA to contact your referees? ❒ Yes ❒ No | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you wish to be considered for similar vacancies at UNDA? ❒ Yes ❒ No | | | | | | | | | | | | | | | | | | | | | | | | |
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| **ATTACHMENTS** | | | | | | | | | | | | | | | | | | | | | | | | |
| Resume ❒ Yes ❒ No | | | | | | | | | | | | | | | | | | | | | | | | |
| Covering letter ❒ Yes ❒ No | | | | | | | | | | | | | | | | | | | | | | | | |
| Selection criteria ❒ Yes ❒ No | | | | | | | | | | | | | | | | | | | | | | | | |
| Qualifications ❒ Yes ❒ No | | | | | | | | | | | | | | | | | | | | | | | | |
| Other clearances (if applicable) ❒ Yes ❒ No | | | | | | | | | | | | | | | | | | | | | | | | |
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| **SIGNATURE** | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicants Signature | | | |  | | | | | | | | | | | | Date | | | |  | | | | |
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| **ACKNOWLEDGEMENT** | | | | | | | | | | | | | | | | | | | | | | | | |
| Thank you for your application and for your interest in employment with the University of Notre Dame Australia. | | | | | | | | | | | | | | | | | | | | | | | | |
| * All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office. Otherwise your application may not be considered. * The short- listing process is usually completed within 2 weeks of the closing date. * If you have not been contacted within this timeframe, unfortunately you have not been successful in being short listed for an interview & no further correspondence will be forthcoming. * The University reserves the right to appoint by invitation or make no appointment at all. | | | | | | | | | | | | | | | | | | | | | | | | |