



**SCHOOL OF MEDICINE
SYDNEY CAMPUS**

DUTY STATEMENT

**ASSOCIATE DEAN
(Level D/E, Full-Time)**

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.

The duties for this position are as follows:

1. Promote the School to key stakeholders within NSW on the direction of the Dean. This will involve undertaking meetings with individual doctors, organizations and agencies to inform them of the School and its mission.
2. Manage the day-to-day operational matters of the Sydney Clinical School, including:
 - a. Management of academic staff & staffing issues
 - b. Negotiation of contracts, MoU and agreements as required
 - c. Management of operational budgets
 - d. Stakeholder consultation and liaison
3. Manage the Sydney Clinical School and its three Sub Schools: the St Vincent's Mater Health – Notre Dame School, the Auburn School, and the Hawkesbury School. This will involve regular meetings with the Clinical Sub-School Heads to co-ordinate clinical timetables and placements. It may include initiation and negotiation with respect to clinical placements.
4. Promote research at all levels in the clinical academic environment.
5. Assist the Dean in the day to day operational matters of the School of Medicine, Sydney pre-clinical years.
6. Be a member of the School of Medicine, Sydney Executive and to participate in relevant School committees.
7. Participate in University governance including University committees.
8. Undertake other duties as the Dean may require.

February 2010

SELECTION CRITERIA

ESSENTIAL

Qualifications and Experience:

1. Registration and eligibility for registration with the Medical Board of NSW
2. Recognised Postgraduate qualifications in a specialist area of medical practice
3. A distinguished track record in clinical practice and teaching
4. Supportive of the *Objects* of the University
5. A Federal Police Clearance

DESIRABLE

1. Track record of high level management skills
2. Demonstrated commitment to research and/or medical administration

Guidelines for Addressing the Selection Criteria

This is the most important part of your application. The Selection Criteria represent the qualifications, abilities, personal attributes, skills and experience a person must have in order to undertake the duties of the position. The **essential criteria** are the requirements which are fundamental to the position. The **desirable criteria** are additional qualifications, skills and experience which may assist the applicant to effectively undertake the duties of the position. It is recommended that:

- Each criterion be set out separately, using the criterion as a heading. A third to half a page in length per criterion is usually sufficient;
- You provide examples stating where, when and how you have demonstrated the required skills and abilities, and what the results were;
- Your application should be typed.
- All applications that are posted should contain a left hand staple/clip. This is sufficient. Please **do not** include plastic sleeves, manila folders or folders that contain plastic sleeves.

GENERAL INFORMATION

SALARY RANGE

UNDA 2010 General or Academic Staff Salary Scales (FTE):

Level D \$ 110,452 - \$121,424 per annum

Level E \$141,382 per annum

Plus 9% superannuation and 17.5% annual leave loading.

The level of appointment is to be determined by the qualifications and experience of the successful applicant. The commencement salary will normally be at the first step of the appropriate salary scale.

HOURS

Full-time

TERM

Up to a 3 year contract in the first instance, this includes twelve month probationary period.

All The University of Notre Dame Australia appointments, regardless of level, expire on 31 December.

APPROXIMATE STARTING DATE

As soon as possible or March 2010

LOCATION

The University of Notre Dame

Darlinghurst Campus

160 Oxford Street

Darlinghurst NSW

<http://www.nd.edu.au/sydney/about/darlinghurst.shtml>

ENQUIRIES ABOUT THE POSITION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to: Professor Gerard Carroll – Dean of Medicine

Phone: (02) 8204 4455, Email: gcarroll3@nd.edu.au @nd.edu.au

CLOSING DATE FOR APPLICATIONS: No later than 4:00pm Friday 5th March 2010

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.

Mail applications will be acknowledged via the Acknowledgement Slip from the Application Cover Sheet (to be completed by applicant), and email applications will be acknowledged by email.

SUBMITTING YOUR APPLICATION

Your application must be addressed as follows: Ms Monica Bakich Staffing Office The University of Notre Dame Australia PO Box 944 Broadway NSW 2007	Applications may also be emailed: Email: sydneyrecruitment@nd.edu.au
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APPLICATION REQUIREMENTS

You should ensure that you have read the duty statement and selection criteria for the position for which you are considering applying before proceeding further.

YOUR APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION:

1. The enclosed **Application Cover Sheet**;
2. **Covering letter**;
3. **Resume** outlining your qualifications, work history and achievements;
4. **Statement addressing the selection criteria.** Applicants must clearly demonstrate that they meet all or most of the essential criteria as outlined in this document to be considered for interview;
5. **Certified copies** of relevant academic transcripts, qualifications, testimonials and Teaching Evaluation Results (for Academic appointments).
6. Provide names and phone numbers of **at least three referees** (either written referees or verbal) who can comment on your work experience. The University, however, reserves the right to contact referees not nominated by the applicant.
7. If you are not an Australian or New Zealand citizen, **evidence of your eligibility to work in Australia.**

A Federal Police Clearance may be a requirement before commencing in this position.

Pre employment medical may be required and will be discussed at interview.

Please do not include original documents with your application. Photocopies are sufficient at this stage. Should you be selected for an interview, you may then be requested to provide original documents at that time.

PRIVACY STATEMENT

Information provided on your application will be used for the purposes and in relation to your application for employment at The University of Notre Dame Australia. Where the Privacy Principles apply, the University restricts access to the information on your application to those staff members who need the information in carrying out their responsibilities in the appointment of staff to the University.

Thank you for your interest in employment at The University of Notre Dame Australia



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

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))



APPLICATION COVER SHEET

PLEASE COMPLETE AND ATTACH TO THE FRONT OF YOUR APPLICATION
Please use **BLOCK/CAPITAL** letters

Title of advertised position: Associate Dean – School of Medicine

Date and location of advertisement: _____

Title: (eg. Mr, Mrs, Ms, Dr) _____ **Surname:** _____

Given Names: _____

Religion: _____ **Citizenship:** _____

Postal Address
Number & Street: _____

Town / suburb: _____ **State:** _____ **Postcode:** _____

Telephone (home): _____ **(work):** _____

Mobile: _____ **Email:** _____

APPLICANT TO COMPLETE THE DETAILS BELOW
PLEASE DO NOT DETACH THIS SECTION

ACKNOWLEDGEMENT SLIP

Thank you for your application and for your interest in employment with The University of Notre Dame Australia.

- This slip will be returned to you with a ‘Date Received’ stamp.
- **Please print your name & address** and the position for which you are applying in the spaces below.
- Applicants will receive this acknowledgement slip within 5 days of submitting their application.
- The short-listing process is usually completed within two 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 and no further correspondence will be forthcoming.**
- **The University reserves the right to appoint by invitation or make no appointment at all.**

Title of advertised position: Associate Dean – School of Medicine

<p>Name: _____</p> <p>No. & Street: _____</p> <p>Suburb: _____ State: _____ P/c: _____</p>
