



Position description

Professor/Associate Professor and Head, Department of Occupational Therapy

Position number	To be confirmed
Department/Unit	Department of Occupational Therapy
Faculty/Division	Faculty of Medicine, Nursing and Health Sciences
Classification (salary rates)	Level E/ Level D
Employment type	Full time (1.0)
Work location	Peninsula campus
Date document created or updated	June 2014

Organisational context

Monash University is Australia's largest university, with five local campuses throughout Victoria, as well as two international campuses – Malaysia and South Africa - and international centres in the People's Republic of China, Italy and India. A unique alliance with the University of Warwick (UK) sits alongside an array of international collaborations with leading universities and corporations around the world, expanding the University's global network.

The Faculty of Medicine, Nursing and Health Sciences is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research.

The faculty is also home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas: *in vitro* fertilization, obesity research, drug design, cardiovascular physiology, functional genomics, infectious diseases, inflammation, psychology, neurosciences and mental health.

Courses offered by the faculty include medicine, nursing, radiography and medical imaging, nutrition and dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. A range of research and coursework postgraduate programs is also offered. The faculty takes pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge, and in providing a nurturing and caring environment.

Further details may be found at: <http://www.med.monash.edu.au/about.html>

The **School of Primary Health Care** is a leader in primary care research, teaching and services. Situated at the Clayton satellite campus, with departments at Peninsula and Caulfield campuses, the school incorporates several departments, centres, units, and course streams. Our research focuses on diverse issues relevant to primary health care and general practice, reflecting the variety of expertise amongst the academic team of social scientists, health educators and medical and allied health practitioners. A strong emphasis on finding interdisciplinary solutions to health problems flows through to units within the school's courses in which students gain an understanding of how they can work with other primary healthcare professions.

For more information about us and the work we do, [please visit our website](#).

The **Department of Occupational Therapy** is a vibrant department at Monash University, commencing in 2006. The Bachelor of Occupational Therapy is a four year, full time program. Currently the Bachelor of Occupational Therapy has an intake of over 100 students including international students and many of whom do not come directly from year 12 studies. In July 2014, the department introduced a new two year intensive Masters in Occupational Therapy Practice to compliment the Bachelors program.

While the first year of the Bachelor of Occupational Therapy program is predominantly traditional lectures, tutorial sessions, and/or practical classes, in the second and third years, the teaching is fully based on typical situations in which occupational therapists work (scenario based learning), so that learning is placed within the context of people typically seeking the expertise of an occupational therapist. Students complete a minimum of 1,000 hours of fieldwork with placements starting in year 1. This includes a placement with an organisation for two semesters in years three and four to undertake an occupationally relevant project with a community sponsor. The Masters in Occupational Therapy Practice will be predominantly scenario based learning.

Summary of the position

The position is a strategic appointment and part of a plan to:

- raise the research profile of the Department of Occupational Therapy;
- reinforce research excellence within the department;
- provide effective leadership into the future.

The appointee will have a demonstrated record of academic achievement at the highest level with active research and educational interests in a discipline relevant to occupational therapy and an outstanding reputation for research leadership in his or her area of specialisation.

In the role of head of department, the appointee will have responsibility for the overall management and leadership of the department and for ensuring its academic and research excellence.

Accountability

During terms of appointment as head of department, the appointee will be accountable to the Head, School of Primary Health Care. As a professor/associate professor, the appointee will be accountable to the Head, School of Primary Health Care.

Objectives

As head of department the appointee will be expected to:

- increase the national and international profile of the Department of Occupational Therapy;
- establish and maintain a productive research program of the highest quality funded by national competitive grant schemes;
- provide the academic and research leadership that results in an environment that attracts new research fellows;
- increase the number and quality of publications from the department, and national competitive grant income into the department;
- be responsible for academic planning and implementation and resource allocation and management in the department;
- maintain and forge strong collaborative links with external organisations to strengthen research, teaching and engagement;
- foster effective interaction between the department and other units of the school and faculty, particularly in relation to cross-disciplinary research and teaching.

As a professor/associate professor the appointee will be expected to:

- provide leadership and foster excellence in research, teaching, professional activities and policy development in the department, the school, the faculty, the University and the community, both scholarly and general; and
- make an outstanding contribution to all activities of the department and within the relevant profession or discipline.

Duties

As head of department

Leadership and management

- be responsible for financial management of the department including planning, implementation and monitoring of agreed budgets;
- take overall responsibility for relevant aspects of staff management in the department, including recruitment and selection, performance management and staff development;
- manage the physical and infrastructure resources in the department;
- delegate responsibility for day-to-day activities to individual department members as appropriate;
- undertake performance development of staff as required by University policy;
- promote the OHS&E and equity policies of the University.

External relationships

- liaise with industry to foster research collaborations and research opportunities, including funding for postgraduate training;
- develop collaborations with other research groups in Australia and overseas;
- conduct public and community education in occupational therapy in the areas of the discipline in which the community has interest or concern;
- engage with external agencies as a representative of and spokesperson for the Department of Occupational Therapy.

As a professor/associate professor in the Department of Occupational Therapy

Leadership and management

- manage, administer and foster excellence in the department's teaching, research and professional activities;
- take a leadership role for occupational therapy with the responsibility for leading the department towards the achievement of research and teaching objectives at world class standards;
- actively participate in the administration and strategic development of the department;
- contribute, as part of the school leadership team, to the administration and strategic development of the school.

Research

- provide research leadership and support in the discipline of occupational therapy with the continuation of an international reputation for research excellence in the department;
- establish a strong personal program of research capable of attracting substantial external funding and being published in top tier journals;
- foster and lead the acquisition of research funds from external grant allocating bodies;
- foster collaborative cross-disciplinary research by working with staff from other departments and institutes, as appropriate, to promote research collaboration and research programs which complement each other;
- develop a research culture in the department with the development of research expertise in other staff members.

Teaching

- play an active role in the academic development of the field of occupational therapy within the faculty, and maintenance of the highest international academic standards in occupational therapy within the faculty;

- supervise undergraduate and postgraduate education and the development of professional staff in occupational therapy;
- participate in the school's curriculum planning and development processes, academic committees, and relevant examination processes.

Appointment period

The professorial/associate professorial appointment will be a continuing appointment in the Department of Occupational Therapy and will include the role of head of department for an initial period of up to five years with opportunity for renewal.

Performance development

The performance of the appointee will be assessed annually and in accordance with the Monash Performance Development Process: Academic Staff.

Selection criteria

Qualifications

- research doctorate or equivalent higher degree in a discipline relevant to occupational therapy;
- a member or eligible to become a member of OT Australia and to be registered through Australian Health Practitioner Regulation Agency (AHPRA).

Achievements, qualities, capabilities

- evidence of outstanding scholarly activity of an international standard in occupational therapy, including significant publications, a consistent record of high level research engagement and productivity and a demonstrated continuing commitment to one or more programs of research;
- evidence of collaborative research and the ability to foster a research culture with less-experienced researchers;
- evidence of interdisciplinary research projects and/or projects that are aimed at translational outcomes;
- demonstrated ability to attract external funding in the form of both national competitive grants and other research income and in building links with industry, government, funding and professional bodies;
- proven excellence in teaching;
- the ability to make a significant contribution to postgraduate training programs in occupational therapy;
- evidence of innovation in curriculum development, course design and course management;
- highly developed interpersonal and communication skills including the ability to liaise well with other academics, to mentor and develop staff and to represent and advocate for the department as a contributing member on various board and committees within the faculty and the University;
- demonstrated experience in various facets of academic management including the necessary leadership, strategic planning, financial, human resources and decision-making skills needed to manage a large department;
- commitment to delivery of quality services to students.

Legal compliance

The appointee must be aware of and adhere to legislation and University policy relevant to the duties undertaken, including:

- Equal Employment Opportunity, supporting equity and fairness
- Occupational Health and Safety, supporting a safe workplace
- Conflict of Interest (including Conflict of Interest in Research)
- Paid Outside Work
- Privacy
- Research Conduct
- Staff/Student Relationships

Further information

Confidential enquiries regarding the position may be made to Ms Kate Wheeler, Senior Consultant Jo Fisher Executive, telephone: +61 3 9016 6000 or email: katewheeler@jofisher.com.

To apply, please go to www.jofisher.com.au and click on 'APPLY ONLINE' using the job reference MONhot0814.