



POSITION TITLE:	Strategic Projects Manager, Melbourne Teaching Health Clinics
REPORTING TO:	CEO, Melbourne Teaching Health Clinics
EMPLOYMENT TYPE:	Part time 0.6 FTE, fixed term (parental leave replacement)
NUMBER OF REPORTS:	0

The Organisation

The Melbourne Teaching Health Clinics (MTHC) was established by the University of Melbourne to operate and manage teaching health clinics that provide students at the University with world class clinical training as a core component of their studies. The organisation also provides continuing professional development training to persons working in the area of health care provision, facilitates research into health outcomes and provides patients with health services at affordable rates.

The Shepparton Medical Centre (SMC) and the Melbourne Dental Clinic (MDC) are two of the five teaching health clinics within the MTHC. The SMC is a general practice-centred, multidisciplinary teaching clinic, the mission of which is to increase the quality and capacity of medical education for undergraduate and postgraduate medical students and provide high quality, comprehensive general practice care for members of the public. The MDC was established by the University of Melbourne in 2013 to provide excellence in clinical education for the next generation of dental professionals and increase access to comprehensive dental care for members of the public.

Position Summary

The position will lead and be accountable for the major project that continues to establish the Melbourne Teaching Health Clinics (MTHC). This will include managing a wide range of major, complex and high value strategic projects relating to the transition of the clinics to MTHC.

Reporting to the CEO Melbourne Teaching Health Clinics, the Strategic Projects Manager will be responsible for facilitating and delivering the successful transition of three separate Teaching and Health Clinics from across the Faculty of Medicine Dentistry and Health Sciences into a single organisation and governance structure. The role will be required to work independently to achieve the agreed outcomes and KPIs, be responsible for providing high level advice and expertise through detailed analysis and planning to assess opportunity and risk prior to this transition. This position will be required to work with a wide range of key stakeholders to understand each Clinics unique offering and position.

The third of five clinics to transition their business into the new structure is the Audiology and Speech Pathology Clinic and is planned to occur in 2020.

Essential Selection Criteria

- Postgraduate qualifications in a relevant discipline and/or equivalent of education and significant relevant experience
- Substantial skills and experience and track record of achievement using project planning to successfully tackle complex issues, address major problems and foster organisational innovation and collaboration
- The ability to inspire and influence outcomes by leading and working collaboratively across organisational boundaries
- Exceptional interpersonal and communication skills, with the ability to represent the Melbourne Teaching Health Clinics at a senior level to external stakeholders; lead, direct and influence others
- Demonstrated ability to build and maintain effective and productive relationships with a wide range of internal and external stakeholders
- Excellent computer skills including all MS Office products
- Exceptional analytical skills and the ability to develop strong business case submissions to support new initiatives and changes required
- Demonstrated track record of being highly motivated, proactive and collaborative in approach and being self-reliant

Key Relationships (Internal and External)

- Melbourne Teaching Health Clinics Board Chair
- MTHC Board
- Chief Operating Officer Faculty Medicine Dentistry and Health Sciences
- Chief Executive Officer Melbourne Teaching Health Clinics
- MTHC Executive Management Team
- School of Health Sciences
- School of Psychological Sciences
- University of Melbourne Optometry Clinic Executive
- University of Melbourne Audiology & Speech Pathology Clinic Executive
- University of Melbourne Psychology Clinic Executive

Key Accountabilities

Key Responsibilities	Measure/KPIs to be achieved
Strategic Planning • Develop a robust plan and timeline for transfer of all Teaching Health Clinics into MTHC • Identify significant risks of each transfer and develop mitigation strategies • Provide specialist strategic and operational project innovation and capabilities advice to CEO	• Successful transfer of all Teaching Health Clinics to the new company • University of Melbourne Audiology and Speech Pathology to MTHC within the agreed transition period (2020) • University of Melbourne Psychology Clinic during 2021 • University of Melbourne Optometry Clinic during 2021
Relationship Management • Engagement with key stakeholders (as outlined above) to support key strategic project outcomes	• Ability to work proactively and co-operatively with both key internal and external stakeholders, maintaining meaningful relationships at all times
Project Management • Lead designated projects from concept stages through to validity testing and feasibility planning, business case development, project execution and implementation • Successfully manage the resources associated for key strategic projects being undertaken at Melbourne Teaching Health Clinics • Establish a suitable work plan for each project and ensure available resources are allocated to facilitate the achievement of that work plan • Report to the CEO on a regular basis on the status of all current projects • Ensure the effective and efficient management and use of information systems and key external interfaces • Develop key reports as required	• Drive the Project Control Group to complete allocated projects on time and within budget • Project objective successfully attained

General • Carry out other responsibilities as directed by the CEO, MTHC • Maintaining skills to enhance organisational capability, culture and services • Ensure work practice is aligned with overall MTHC philosophies and standards both clinically and professionally	
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Special Requirements

The Melbourne Teaching Health Clinics are separate but affiliated companies of the University of Melbourne. The role may be required to provide additional on-site support to these clinics.

MTHC Values

We foster a values-based culture of innovation and creativity to enhance the teaching performance of the Melbourne Teaching Health Clinics and to achieve excellence in patient and student outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Be ethical
- Be accountable
- Be collaborative
- Be compassionate

Occupational Health and Safety (OHS) Responsibilities

The Melbourne Teaching Health Clinics has policies and procedures which comply with the *Occupational Health and Safety Act 2004*, which require all staff to contribute to the maintaining of a safe and healthy workplace.

All staff members are required to exercise their duty of care and:

- Take reasonable care for their own safety, as well as for others in the workplace who can be affected by their actions;
- Refrain from misusing or damaging any equipment which is provided to protect or enhance the health and safety of staff;
- Comply with legitimate requests from MDC which are in accordance with published policies and/or OHS legislation;
- Ensure they do not knowingly place other staff at risk through their actions;
- Report incidents and potential health and safety risks to their OHS Representative in a timely and appropriate manner;
- Host visitors and/or contractors at the campus in a manner consistent with the requirements of the OHS policy.

Diversity and Inclusivity Statement

Melbourne Teaching Health Clinics are committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds. We adopt our diversity and inclusivity policies from the University of Melbourne and can be viewed at

<https://staff.unimelb.edu.au/diversity-inclusion>

Document Control

Date Developed:	Developed and Reviewed By
July 2020	CEO, MTHC