

Strategic Projects Manager, Melbourne Teaching Health Clinics



Work type: Part time 0.6 FTE, fixed term parental leave cover until April 2021

Location: Carlton

Perks and Benefits:

- Flexible working environment
- Great team culture
- Ability to work from home
- Generous personal leave entitlements

Melbourne Teaching Health Clinics

About Melbourne Teaching Health Clinic

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.

The Melbourne Audiology and Speech Pathology Clinic (ASPC) will be the third of the five clinics to transition into MTHC. ASPC is dedicated to providing a patient centred, evidence based, clinical best practice service for all, specialising in communication, hearing and balance (vestibular) needs. The Clinic is at the forefront of optimising the student learning experience and utilises the latest technology and research to maximise patient outcomes.

About the Role

An exciting opportunity exists to cover a period of parental leave for an experienced part-time (0.6FTE) Strategic Projects Manager to lead and be accountable for the major project that continues to establish the Melbourne Teaching Health Clinics (MTHC). The position will include managing a wide range of major, complex and high-value strategic projects relating to the transition of the clinics into 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, University of Melbourne 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. Critical to the success of the role will require the incumbent 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 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

Please submit your application through the APPLY FOR THIS JOB button next to the advertisement on the [SEEK](#) website.

As part of your application, please submit your CV and Cover Letter with reference to the Key Selection Criteria listed in this advertisement.

For inquiries or a copy of the position description please contact jackie.vong@unimelb.edu.au, (please do not send your application to this email).

Applications close: Friday, 31 July 2020