



UNSW

THE UNIVERSITY OF NEW SOUTH WALES
SYDNEY • AUSTRALIA

Information for Candidates

LECTURER IN PRIMARY CARE

FACULTY OF MEDICINE

**School of Public Health and
Community Medicine**

REF

DECEMBER 2009



think ahead } **UNSW**
THE UNIVERSITY OF NEW SOUTH WALES

JOB ADVERTISEMENT
Lecturer in Primary Care
FACULTY OF MEDICINE
SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE
REF

FIXED TERM – FULL TIME Pro-rata Salary Level B appointment With a Clinical Loading of 19.74% - \$92,865 (plus 9% employer superannuation plus leave loading).

Applications are invited for the position of Lecturer in Primary Care in the School of Public Health and Community Medicine. This jointly funded position by UNSW and the GP Synergy, will play a leading role in developing an innovative program of undergraduate teaching, vocational training and competitive research in primary care.

This is a full-time fixed term position for 12 months with the possibility of extension. The successful applicant may be required to undertake a criminal record check.

Having read all the documentation the applicant may then direct any enquiries to Professor Nicholas Zwar 9385 2515 or email n.zwar@unsw.edu.au

Applicants should systematically address the selection criteria in their application.

Applications close: 15 working days from advertisement appearing

THE UNIVERSITY OF NEW SOUTH WALES

Lecturer

FACULTY OF MEDICINE

SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE

POSITION DESCRIPTION

JOB PURPOSE

Provide quality teaching and learning activities including course leadership and innovative contributions to the development of programs within the under-graduate medical program at UNSW and *post graduate vocational registrar training in general practice at GP Synergy, conduct relevant research* in primary care and undertake academic administrative functions commensurate with the position.

ENVIRONMENT

Position Context

The position is based in the School of Public Health and Community Medicine on the UNSW campus and at the GP Synergy offices in Balmain. The position may involve attending educational activities and practice visits in other parts of Sydney.

The School of Public Health and Community Medicine is involved in the teaching of the undergraduate medicine program which has approximately 240 students in each of the 6 years of the program. It also runs masters course work programs and has over 100 research degree students undertaking research masters or PhD programs. The Centre for Primary Health Care and Equity is closely associated with the School and conducts a large number of research projects and programs principally concerned with chronic disease prevention and management, health equity and development and organisation of primary health care services.

GP Synergy Ltd has been contracted by General Practice Education and Training Ltd (GPET) to deliver vocational general practice training in central, northern south and south western Sydney and the New England & North West region of NSW. GP Synergy's mission is "to train highly skilled medical practitioners contributing to healthier communities". GP Synergy provides a three-year course of education and training for fully registered medical practitioners seeking to enter General Practice. Training is based on an apprenticeship model in hospital and community settings with extensive use of the training opportunities available in private general practices.

Reporting Relationships

Supervisor's title: Professor of General Practice, School of Public Health and Community Medicine and Director of Medical Education, GP Synergy Limited.

Other positions reporting to the supervisor: Administrative, teaching and research staff

Positions reporting to this position: Nil

DUTIES

Teaching

- *Deliver quality teaching and learning outcomes in undergraduate general practice education within the School of Public Health and Community Medicine (SPHCM) and vocational training at the GP Synergy*
- *Develop innovative course material complementary to the established direction of SPHCM and GP Synergy programs*
- *Participate in the development of curricula and innovation in teaching both in the undergraduate medical program at UNSW and the vocational training program conducted by GP Synergy*
- *Contribute to the organisation and management of primary care attachments for undergraduate medical students*
- *Select, supervise and mentor GP registrars*

Research

- *Undertake competitive primary care research in areas compatible with the identified research strengths of the SPHCM and GP Synergy, including the preparation of grant proposals where appropriate*
- *Publish and present the findings from research through appropriate fora, such as peer reviewed journals, conferences and other relevant scientific meetings*

Service

- *Participate on General Practice professional bodies (such as the RACGP and Divisions of General Practice) and contribute to vocational and continuing education for GPs and other primary care providers*
- *Maintain clinical skills through participation in clinical services*
- *Cooperate with all health and safety policies and procedures of the University and take all reasonable care that their actions or omissions do not impact on the health and safety of others in the University*
- *Any other duties as required by the supervisors*

PRINCIPAL ACCOUNTABILITIES

- *Effective contribution to quality teaching and learning outcomes*
- *Presentation of papers at conferences, publication of peer reviewed journal articles and track record as CI or AI in research teams*
- *Participation in relevant research seminars and meetings*

SELECTION CRITERIA

- *Unconditional registration with the NSW Medical Board and Fellowship of the Royal Australian College of General Practitioners*
- *Interest and/or experience in undergraduate medical education or vocational training and interest in developing a research profile in primary care through the development of competitive research programs and publications*
- *Well developed project management and organisational skills, with the ability to prioritise workloads and meet deadlines*
- *Sound analytical skills and the ability to make independent judgements and achieve objectives*
- *Excellent written and verbal communication skills, interpersonal skills and the ability to liaise effectively with general practitioners and practice staff*
- *Capacity to work independently and as part of a team*
- *Demonstrated ability with computer systems such as word processing, spreadsheets, database programs, email, and statistical software*
- *Knowledge of OHS responsibilities and commitment to attending relevant OHS training and knowledge of equal opportunity principles*

INFORMATION ON THE BENEFITS OF WORKING AT UNSW

The University of New South Wales (UNSW) is one of the leading teaching and research universities in Australia. Renown for the quality of its graduates and its commitment to new and creative approaches to education and research, the University motto - Scientia Manu et Mente ("Knowledge by Hand and Mind") - encapsulates the University's central philosophy of balancing the practical and the scholarly.

UNIVERSITY ENVIRONMENT

UNSW offers a modern, dynamic and innovative teaching and learning environment with extensive social and recreational facilities. The UNSW campus is a compact yet beautiful, architecturally sophisticated setting, offering an enviable, cosmopolitan lifestyle for staff and students. Study and research facilities are comprehensive, with a widely acclaimed library network housing more than two million volumes, extensive electronic resources and access to volumes held in libraries at all major Australian research institutions. There is an award-winning bookshop on campus and a vast array of student services available.

UNSW has hundreds of sport and recreational clubs and societies for staff and students including several classical music groups who perform regularly. There is also a top class gymnasium with a fully equipped weights/cardio room, indoor swimming pool and a range of classes and courts to suit all fitness needs.

The UNSW campus boasts a vibrant cafe scene and is situated in the beautiful Eastern suburbs of Sydney just minutes from the famous Coojee and Bondi beaches. In addition, the local area is renowned for its large number of high quality, award winning, restaurants and cafes all of which are just minutes away. UNSW also boasts the famous National Institute of Dramatic Arts (NIDA) and the Randwick racecourse as neighbours.

EMPLOYER OF CHOICE FOR WOMEN



UNSW has been recognised for creating a work culture that supports and advances women with an Employer of Choice for Women citation. The award comes from the Equal Opportunity for Women in the Workplace Agency (EOWA).

The University was acknowledged as one of only 115 organisations across Australia that actively recognise and address the needs of female workers, to assist them to reach their full potential in the workplace.

UNIVERSITY DIVERSITY

UNSW values the diverse social, economic, cultural and religious backgrounds of its employees and promotes this by providing an accessible campus environment, flexible work practices for those with family and other responsibilities or with disabilities, including training on diversity management and cross-cultural communication.

As an UNSW employee you will be able to enjoy a safe and non-discriminatory environment and have the same opportunities to benefit from employment as other employees. In relation to employment equity, staff can access work opportunities such as staff development and training, promotion and re-evaluation, higher duties and a suitable and safe working environment.

LEAVE ENTITLEMENTS

Recreation Leave accrues at the rate of one and two-third days per month to a total entitlement of 20 days per year. Recreation leave cannot be taken in advance of its accrual. It is expected that academic staff will take their recreation leave during session breaks.

Sick Leave for Academic Staff is granted under the following arrangements subject to the production of a medical certificate: up to twenty two days on full pay and up to twenty two days on half pay in any twelve month period.

Sick Leave for Professional & Technical (General) Staff is granted under the following arrangements: ten days in the first year of service, 15 days in the second and 30 days in any subsequent year.

Special Leave of up to three days per year may be granted in cases of emergency and unforeseen circumstances e.g. fire or flood damage to your home. Applications for Special Leave must be made to the supervisor and will be considered on its merits. There is no entitlement to Special Leave if the leave sought is during a period of other leave.

Observation of Holy Days and Essential Religious or Cultural Duties allows you to utilise recreation leave or long service leave or leave without pay for the purposes of attending holy days or essential religious or cultural duties associated with your particular religious faith or culture.

Carer's Leave allows you to use part of your sick leave to care for an immediate family member who is ill. Up to 10 days of sick leave entitlement can be used as carer's leave in any one of the first two years of employment. In the third and subsequent years up to 12 days of sick leave can be used for carer's leave.

Parental Leave is available to cover such situations as maternity leave, adoption leave and paternity leave.

Long Service Leave (LSL) may be applied for after ten years service. The minimum period of long service that can be taken is one week.

Bereavement Leave of up to three days per year may be granted in the case of death of an immediate family. In unfortunate circumstances where another immediate family member is deceased in the same year, approval to grant a further three days bereavement leave may be granted by the Director, Human Resources.

Leave Without Pay (LWOP) may be granted on application.

ADDITIONAL LEAVE AVAILABLE FOR ACADEMIC STAFF ONLY

Limited Paid External Work related to your profession or discipline may be undertaken with the approval of the University provided such activities do not interfere with the discharge of University duties. Approval from the Head of School is required for staff to undertake such activities and to accept any associated fee or commission.

Special Studies Program (SSP) is available to academic staff to be released from teaching and administrative duties to engage in research or other scholarly work or to undertake a project related to teaching or academic administration. SSP is normally of 6 months, but applications for periods over 6 weeks and up to 12 months will be considered where an appropriate case is made. Academics must complete three years of service to be eligible to apply for SSP.

The participation of academic staff in SSP is not an entitlement but is based on the needs of the University, the nature of the proposed project and the capacity of the staff member to make effective use of the opportunity.

SALARY

Salary is paid fortnightly (every second Thursday) calculated up to and including the Thursday. Payment is made to a bank, building society or credit union account nominated by the employee. The University's flexible payroll system allows premiums, medical and hospital fund contributions, and credit union deposits or repayments.

TAX EFFECTIVE SALARY PACKAGING OPTIONS

The University recognises the value of flexible remuneration planning for its staff by providing a range of tax effective salary options (salary sacrificing) including superannuation, motor vehicle leasing, childcare, car parking, laptop computers, gym membership and donations to charity. Salary sacrificing allows staff to restructure the way they receive their salary to suit individual needs and maximise their take home pay.

SUPERANNUATION

The University offers a generous superannuation scheme with up to 17% employer contributions available to staff on contracts of 2 years or more. For contracts of less than 2 years an employer contribution of 9% is paid. UNSW employees may have the option of salary sacrificing their superannuation contribution.

FAMILY FRIENDLY WORK PRACTICES

UNSW has a comprehensive range of family-friendly work practices in place to assist staff maintain a work-life balance. These practices are designed to find the best possible match between the interests of the University and those of individual employees and can include flex-time, permanent part-time work, tele-commuting (working from home), job sharing, provision of child care, recognition of carer's responsibilities and generous, flexible leave, such as parental leave and carer's leave.

ONSITE CAR PARKING

In addition, onsite parking is available for staff for a nominal fee.

UNIVERSITY- BASED CHILD CARE CENTRES

There is a range of child care related assistance offered by the University. Child care waiting lists can be long, so it is advisable to inquire about places well in advance. The centres which provide places for children of staff are Tigger's Place, the House at Pooh Corner and Kanga's House.

Tigger's Place Priority is given to staff of UNSW. Hours 8.15am – 6:00pm. Places for 40 children (15 babies and toddlers, 25 children aged 2.5 – 6 years)

The House at Pooh Corner Priority given to UNSW students, then staff, then the community. Hours: 8:00am – 6:00pm, 48 weeks per year. Places for 72 children, ages 6 weeks to 5 years

Kanga's House Priority given to staff of UNSW and local community. Hours: 8:00am – 6:00pm. Places for 88 children aged 3 months to 5 years.

A *child care salary packaging scheme* is available to staff using the University's work based child care centres. This scheme allows staff to allocate a portion of their pre-tax salary for child care.

OTHER SERVICES

E-mail and Internet Access is available for all staff. Employees are able to utilise the internet provider and email services of the University not only as part of their day-to-day work requirements but also for home use. The rates for home use are very competitive with commercial providers.

The University Library and its services are available to staff. Upon receiving your employee number and completing an application form you will have full borrowing rights.

The University Gymnasium is located on the lower campus and is open seven days a week offering a wide choice of recreational and fitness activities for both groups and individuals. Activities available include the use of the University swimming pool, aqua fitness and cardio/weights programs, the hire of volleyball, basketball, indoor soccer, badminton, table tennis, tennis and squash courts.

In addition, the **UNSW Sports Association** offers a wide range of courses and activities. A sample of the courses offered include archery, ballroom dancing, scuba diving, martial arts, sailing, skydiving and yoga. The Association produces a booklet prior to each session detailing the full list of available options.

The University Health Service provides a full range of GP, dental and physiotherapy services for staff and students and their families. The medical practitioners bulk bill. The Service is located on the ground floor of eastern wing of the Quadrangle Building.

An **Optometry Clinic** offers staff and students general eye examinations, specialist low vision services, colour vision assessment, vision training, sports vision assessments and contact lens fitting. Eye examinations are covered by Medicare. Spectacles and contact lenses are supplied at a reduced cost.

A free and confidential **Staff Counselling Service** is available to University staff through the UNSW Employee Assistance Program (EAP) which is provided by an independent firm engaged by the University.

Chaplains from a variety of religious denominations are available.

The National Institute of Dramatic Art (NIDA) is located on the Kensington Campus. Several student productions (some free) are held during the year in the NIDA theatre or the Parade Theatre, which are both on Anzac Parade. The School of Theatre, Film and Dance holds public performances in the Io Myers Studio. Various student groups also stage productions and reviews during the year.

The Australia Ensemble is resident at the University. Each year it performs six evening concerts in the Sir John Clancy Auditorium and holds free daytime rehearsals before each concert which staff and students may attend. Other musical highlights include performances by The Collegium Musicum Choir, the UNSW Orchestra, Pipers Wind Band and UNSW Opera.

Banks and Credit Unions are located around the University. The Commonwealth Bank, the ANZ Bank and Unicom have separate branches and a number of ATMs are located on campus. A range of other banks and credit unions are located within short walking distance at Randwick.

TRANSPORT

All employees have access to the use of several undercover parking stations located on the University. For a small fortnightly salary deduction, employees can enjoy this 24 hour service on a daily or long term basis.

The University is well serviced by public transport buses both to and from the University. Special express bus services are also available for staff and students. The State Transit Authority have a help line open from 6am to 10pm, the number is 131 500. State Transit also has a web site located at www.sydneytransport.net.au