



THE UNIVERSITY OF
MELBOURNE

2 August 2005

Professor Glyn Davis
Vice Chancellor
The University of Melbourne

Dear Professor Davis

Re: Proposal to establish the Colgate Chair of Population Oral Health

At its meeting on 28th July 2005 the Faculty Committee of the Faculty of Medicine, Dentistry and Health Sciences approved a proposal for the Colgate Chair of Population Oral Health, which will be based within the School of Dental Science.

We would appreciate this item being submitted to the Planning and Budget Committee for approval. The relevant position description is enclosed.

Yours sincerely

For
Richard Frampton
General Manager

cc Ms Jan Mariani, Secretary, Planning & Budget Committee

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Position Description

*School of Dental Science
Faculty of Medicine, Dentistry and Health Sciences
The University of Melbourne*



COLGATE CHAIR OF POPULATION ORAL HEALTH

Position No:

Organisation Unit: School of Dental Science

Budget Division: Faculty of Medicine, Dentistry and Health Sciences

Classification: Professor Level E

Salary: \$116,740

Superannuation: Employer superannuation contributions of up to 17 percent.

Employment Type: This is a full-time (continuing) position.

Other Benefits: Salary packaging and staff training and development opportunities.

Current Occupant: Vacant

Advice to applicants: Send applications to: **Vice-Principal (Human Resources), The University of Melbourne Victoria 3010 email hr-applications@unimelb.edu.au or fax +61 3 8344 6080.** Applicants must address the selection criteria and provide a detailed curriculum vitae by the closing date. Please quote the position number and include the names, phone, facsimile numbers and email addresses of three referees in your application.

For enquiries contact: Professor EC Reynolds, Head, School of Dental Science, tel. + 61 3 9341 0270, secure facsimile +61 3 9341 0236, email. e.reynolds@unimelb.edu.au

Closing Date:

1. POSITION SUMMARY

Population Oral Health is of major importance in dentistry and in dental education and research. The School of Dental Science provides teaching and clinical training in Population Oral Health at the undergraduate and postgraduate levels. Research is focused on activities undertaken through Oral Health Informatics and Oral Health Clinical Trials within the Victorian Centre for Oral Health Science and the Cooperative Research Centre for Oral Health Science based at the School of Dental Science, The University of Melbourne. The Professor of Population Oral Health will provide academic leadership in Population Oral Health at the School of Dental Science, Faculty of Medicine, Dentistry and Health Sciences, The University of Melbourne.

2. SELECTION CRITERIA

2.1 Essential

The appointee will have:

- A dental degree registerable in Victoria.
- A specialist qualification in Public Health Dentistry.
- A PhD or equivalent.
- International standing and demonstrated leadership in research in the broad field of Population Oral Health.
- An outstanding record of contribution through scientific publication in refereed journals of high international standing.
- Consistent record of independent government and/or commercial research funding.
- Experience and demonstrable success in leading research teams and in the conduct of clinical trials.
- Evidence of ability to collaborate effectively through a strong national and international network of researchers in cognate disciplines.
- Evidence of innovation in research.
- A track record of leadership in postgraduate education and supervision of higher degree students.
- Commitment to excellence in undergraduate teaching.
- Demonstrated skills in working collaboratively in a multidisciplinary context.
- Advanced organisational skills and a demonstrated record of effective strategic planning.
- Excellent management skills and ability to exercise initiative.
- Outstanding communication and negotiation skills.

3. KEY RESPONSIBILITIES

3.1 General Standard

The Level E academic will have attained recognition as an eminent authority in his or her discipline, will have achieved distinction at the national and international level. A Level E academic will make original, innovative and distinguished contributions to scholarship, research and teaching in his or her discipline. He or she will make a commensurate contribution to the work of the institution.

- All professors of the University are members of the Academic Board of the University. Heads of Schools/Departments are members ex-officio of the Faculty

(Board) of Medicine, Dentistry and Health Sciences, and the Faculty Executive Committee.

- The paper "University Expectations of a Professor" is an attachment to "Professor of the University – General Information, Conditions of Appointment and Method of Application" at http://www.hr.unimelb.edu.au/d/sdt_promprof.html#Expectations. Please refer to this document for further information.

3.2 Specific Key Responsibilities

The Professor of Population Oral Health will provide leadership in the field of Population Oral Health research and education. This leadership is to be delivered at University, State and National levels. The appointee will act to strengthen the interactions between the university and outside government, non-government and professional organisations to provide vision and leadership to the professional community and to research colleagues while working to identify and develop strategies to influence the national direction of Population Oral Health research and to obtain successful industry and competitive grant funding and collaboration.

- The appointee will play a leading role in developing and implementing the continuing priorities of the School of Dental Science in order to enhance its reputation in research, research training and teaching at both undergraduate and postgraduate level and will enhance postgraduate opportunities in the School through the development of appropriate higher degree research and/or coursework programs.
- The Professor of Population Oral Health will contribute to the leadership of the School of Dental Science through its working committees and Faculty-wide functions

The Professor of Population Oral Health will provide Research Leadership by:

- Developing potential sources of funding including industry-based and mainstream funding bodies
- Setting strategic research goals and objectives for a large research group involved in Clinical Trials and Oral Health Informatics including within the Co-operative Research Centre for Oral Health Science (CRC) and the Victorian Centre for Oral Health Science (VCOHS).
- Providing advice and assistance to other research programmes within the School particularly as they relate to Clinical Trials and Oral Health Informatics
- Establishing collaborative partnerships with the providers of public dental services in Victoria to develop a research strategy designed to inform current decision makers about oral health services outcomes and effectiveness
- Developing collaborative relationships with Faculty and University partners to foster multidisciplinary programs for research
- Identifying and attract potential co-investigators and other senior research staff
- Contributing significantly to research output

The Professor of Population Oral Health will provide Education Leadership by:

- Contributing to the ongoing development, coordination, teaching and evaluation of all educational programs within the School of Dental Science.
- Contributing to the development of postgraduate curricula designed to provide graduates with appropriate skills, knowledge and attitudes relevant to the prevention and treatment of current oral disease profiles within the local and broader Australian community. These curricula, designed in consultation with the Victorian Department of Human Services, will be designed to enable, encourage

and support careers within the Victorian public dentistry sectors and be suitable for meeting the needs of the Victorian community.

- Formulating and implementing strategies which encourage co-operation and synergy in both Population Oral Health research and teaching activities between the School of Dental Science and government and non-government organisations

The Professor of Population Oral Health will contribute to the Profession by:

- Demonstrating active pursuit of own professional development.
- Liaising, informing and providing advice to governments, oral health service providers and dental associations such as The Victorian Department of Human Services, The Australian Dental Council, The Dental Practice Board of Victoria, Dental Health Services Victoria, Community Health Centres/Services, The Australian Dental Association and allied dental health associations.
- Contributing to the development and support of strategies concerning population oral disease prevention, appropriate community oral health service provision and oral health promotion.
- Leading and assisting relevant Faculty and University committees and providing University representation in discussions with government and non-government bodies in matters pertaining to Population Oral Health activities, research and education
- Participating in and providing leadership in professional community activities, particularly those related to dentistry

4. ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

All staff are responsible for the following safe work procedures and instructions:

Employees are to:

- comply with the EHS manual
- adopt work practices that support EHS programs
- take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures
- ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- participate in meetings, training and other environment, health and safety activities

Employees:

- must not wilfully place at risk the health or safety of any person in the work place
- must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- must cooperate with the University in relation to activities taken by the University to comply with Occupational, Health and Safety and environmental legislation.

Supervisors are responsible for:

- developing new work procedures, as required, in conjunction with relevant persons
- providing all staff with relevant EHS information in an appropriate manner
- providing personal protective equipment and clothing if hazards cannot be fully eliminated
- providing adequate supervision through technical guidance and support
- identifying and controlling hazardous conditions

- providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ensuring that all accidents and incidents are reported

Managers and Section Heads are responsible for:

- maintaining compliance with all environment, health and safety policies and procedures by regular performance review
- conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required
- ensuring that all staff, including contractors under local control, are appropriately inducted
- providing relevant EHS information and ensuring appropriate training;
- identifying health monitoring needs, in consultation with the Occupational Physician
- maintaining appropriate records as required by the University's Records Services Department
- ensuring consultative structures and staff participation by conducting regular section meetings to discuss EHS issues
- investigating all reported incidents and reporting to department head all action taken to prevent a similar occurrence

In addition, ACADEMIC STAFF are responsible for ensuring that an equivalent standard of environment, health and safety is afforded to their students as is afforded to University staff generally. Academic staff are deemed to have principal supervisory duty for undergraduate and postgraduate student activities.

5. OTHER INFORMATION

5.1 Organisation Unit

The School of Dental Science is a one-department school, which is organised into five sections for teaching and research purposes. The School offers a number of undergraduate and graduate programs. The Bachelor of Dental Science (BDSc) course is of five years' duration and accepts approximately 60 students per year; the Bachelor of Oral Health (introduced in 2005) is a three-year course with an intake of approximately 40 students per year. The graduate programs include Graduate Diplomas in Clinical Dentistry and Forensic Odontology, the Doctor of Clinical Dentistry by coursework and minor thesis (offering clinical specialty training in all dental specialities), and the MDSc by major thesis, the DDSc and PhD degrees as the major research degrees. The total student population is approximately 320 undergraduate students and 80 postgraduate students. The teaching programs of the School involve extensive clinical experience, most of which is provided in the Royal Dental Hospital of Melbourne (RDHM) and affiliated clinics. The two organisations work closely together in clinical service provision, teaching and clinical research.

The School employs approximately 60 full time staff, including academic and research personnel, technical and administrative staff. In addition, more than 100 part-time and sessional staff contribute to the teaching programs of the School.

5.2 Budget Division - The Faculty of Medicine, Dentistry & Health Sciences

The teaching of medicine was the first established in Australia at the University of Melbourne in 1862. Today the Faculty of Medicine, Dentistry and Health Sciences comprises the School of Medicine, the School of Behavioural Science, the School of

Dental Science, the School of Physiotherapy, the School of Nursing, the School of Population Health, and the School of Rural Health. The School of Medicine consists of twenty academic departments, while the other Schools comprise single departments. The Faculty's Education Unit, Information Technology and Multimedia Unit, and Centre for Neuroscience are organisationally located in the Dean's Office.

5.3 The University of Melbourne

The University of Melbourne is an international research and teaching university. We employ people of outstanding calibre and offer a unique environment where staff are valued and rewarded.

Founded in 1853, the University commenced teaching its first students in 1855. Now, the University has over 40,000 students in a broad range of professional disciplines. Over 6000 students are higher degree students. The University has over 6000 staff members.

The University is Australia's leading research based university, with an international profile through its reputation for scholarship and teaching. It is a founding member of Universitas 21, an international federation of universities.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for governance. The Academic Board is responsible to Council for academic matters. Reporting to the Vice-Chancellor are the Deans of each Faculty, three Deputy Vice-Chancellors, and the Senior Vice-Principal. Reporting to the Senior Vice-Principal are Vice-Principals of Human Resources, Information, Property & Buildings, and University Development; the Vice-Principal & Chief Financial Officer; the Vice-Principal & General Counsel; and the Vice-Principal & Academic Registrar.

The Council reserves the right to make no appointment or to fill the Chair by invitation at any stage.

This position description is approved by:

Occupant:..... Date:
Supervisor:..... Date:
Head of Organisation Unit:..... Date:
Head of Budget Division:..... Date:

**Chair of Population Oral Health
School of Dental Science**

The Position: The University of Melbourne is seeking to fill the Chair of Population Oral Health in the School of Dental Science within the Faculty of Medicine, Dentistry and Health Sciences.

Applications are invited for this position. The Chair of Population Oral Health was formerly the Chair of Community and Preventive Dentistry and has been vacant since 1997.

The Person: The appointee will have made a substantial contribution to the area of Population Oral Health. The appointee will have the academic and management strength to provide leadership and innovation in research and teaching. The appointee's outstanding research and teaching record will have given the appointee a broad outlook and will provide links to the research and teaching in other areas of the Faculty and School. The achievements of the appointee will provide the capacity and determination to actively strengthen interactions with other disciplines, with the profession, industry and the community. Excellent skills in communication and a commitment to the advancement of Population Oral Health is essential.

The Benefits: Salary: The total remuneration package is in the vicinity of \$132,350. In addition, provisions exist for four weeks annual leave and for study leave. All academic staff may earn additional personal income from external consulting subject to the conditions approved by the Council of the University. Some elements of the remuneration package may be salary packaged.

Employment Type: This Chair is offered on a continuing basis.

Contact: Professor Eric Reynolds, tel. +61 3 9341 0270, email e.reynolds@unimelb.edu.au

Applications: by2005

Quote position no: