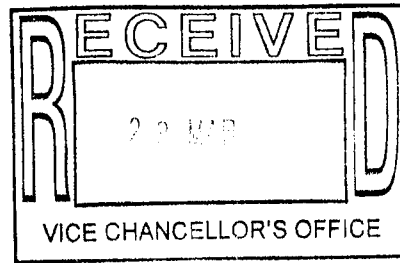


Professor James A Angus FAA
 Dean, Faculty of Medicine, Dentistry and Health Sciences



THE UNIVERSITY OF
 MELBOURNE



17 March 2005

Professor Glyn Davis
 Vice-Chancellor
 Chair
 Planning and Budgets Committee
 THE UNIVERSITY OF MELBOURNE

Dear Glyn,

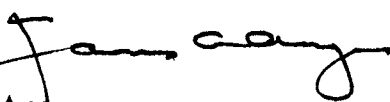
Re: Chair of Health Promotion

I write seeking endorsement of PBC for the advertisement of the Chair of Health Promotion and Director of the VicHealth Promotion Foundation funded 'Centre for the Promotion of Mental Health and Social Wellbeing'.

The Chair was offered and accepted, but then prior to start date, declined by the candidate.

The original candidate was selected by an unusual process outside the control of the University. In the present process, the University will control the appointment with input from the sponsor, VicHealth.

Yours sincerely,


James A Angus
 Dean

Enc:

JAA:rc

Position Description

Department/Faculty of Medicine, Dentistry & Health Sciences, The University of Melbourne



PROFESSOR OF HEALTH PROMOTION AND DIRECTOR OF THE VICHEALTH CENTRE FOR THE PROMOTION OF MENTAL HEALTH AND SOCIAL WELLBEING

Position No:

Organisation Unit: School of Population Health

Budget Division: Faculty of Medicine Dentistry and Health Sciences

Classification: Academic Level E

Salary: An attractive remuneration package will be negotiated

Superannuation: Employer superannuation contributions of 17%

Employment Type: Fixed term, 5 year appointment

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

Current Occupant: New position

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 Terry Nolan, Head of School of Population Health

The document [General Information for Professors and Professorial Fellows](#) provides details of the application procedure, conditions of outside work, superannuation, travel and removal expenses, housing assistant and conditions of appointment. Candidates invited for interview should read the document [University Expectations of a Professor](#) prior to interview.

1 Position Summary

The Professor, and Director of the VicHealth Centre for The Promotion of Mental Health and Social Wellbeing will provide leadership in the development of academic programs in the promotion of mental health and social wellbeing within the School of Population Health. They will have achieved distinction in teaching and national and international recognition for their research and advocacy in the field of promotion of mental health and social wellbeing.

2 Selection Criteria

- A high level of personal commitment to, and achievement in, scholarship and practice related to the promotion of mental health and social wellbeing.
- High level of national recognition as a leader in the area of promotion of mental health and social wellbeing, with extensive involvement in government, international and national health research and policy development
- Formal qualifications and broad experience in a health-related field and a doctoral qualification in a field relevant to population health.
- Outstanding record of research publications.
- An outstanding record of achievement in competitive grants.
- Experience in teaching, including supervision of postgraduate research students.
- High level interpersonal skills.
- High level communication and negotiation skills.
- Experience in operational, financial and human resources management within an academic context.

3. Special Requirements

Not applicable

4. Key Responsibilities

- 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.
- Provide leadership in the ongoing development of the VicHealth Centre the Promotion of Mental Health and Social Wellbeing.

- Develop, review and monitor the implementation of an academic strategy for the VicHealth Centre the Promotion of Mental Health and Social Wellbeing.
- Provide vision and leadership in the development of academic programs related to promotion of mental health and social wellbeing.
- Contribute to leadership in the School of Population Health as a member of its Executive, and in various ways through contributions to and membership on its working committees and School-wide functions.
- Develop a productive organisational culture within the VicHealth Centre the Promotion of Mental Health and Social Wellbeing that ensures a balance in attention to task, team and individual development.
- Develop, where strategic, collaborative links with other departments/units of the Faculty as well as with the other Faculties of the University.
- Provide leadership and vision to the staff of the VicHealth Centre the Promotion of Mental Health and Social Wellbeing in the following four key areas:

Research

- See below

Undergraduate and Postgraduate Teaching

- Promote further development of the postgraduate teaching program in the promotion of mental health and social wellbeing
- Support the development and delivery of innovative undergraduate-level training as appropriate and in keeping with Centre objectives
- Foster the development of innovative postgraduate teaching programs and encourage collaborative professional development and teaching partnerships with other Schools and Departments within the Faculty of Faculty of Medicine, Dentistry and Health Sciences and with other Faculties at the University, key health service providers and community organisations.

The Professor and Director will be responsible for the following specific activities of the Centre according to the University's funding agreement with the sponsor, VicHealth. The Centre will have:

Organisational

- Established a broad intersectoral advisory committee;
- Staged a public launch of the Centre and established mechanisms for communication and dissemination of information relevant to the centre and its work. This also includes development of the Centre Web Site;
- Appointed core staff relevant to the three streams of centre activity: research, workforce development and evaluation;
- Developed efficient and effective operating and administrative systems to support the full range of activities being undertaken by the Centre;

- Developed working relationships within the community of scholars at the University of Melbourne, and with key stakeholders at a state, national and international level;
- In consultation with VicHealth, developed a work plan to guide Centre activities over an initial 5 years of operation;
- Developed a team with the capacity to undertake the full range of activities being undertaken by the centre and, in conjunction with VicHealth provide support and leadership to the state in the area of mental health promotion;

Research

- Developed a coherent research program consistent with Centre aims and objectives;
- Established partnerships to conduct research with institutions at the state, national and international level;
- Built collaborative alliances with academic institutions and field based organisations working in related areas;
- Enrolled higher degree students working in areas relevant to the overall work plan;
- Obtained grant funding for aspects of the research program through a range of sources.;
- Developed and implemented a dissemination strategy to include 1) analyses and dissemination of information pertaining to current research being undertaken at an international level and 2) research outputs relevant to the specific research activity of the Centre.

Practice

- Mapped and analysed relevant workforce development taking place across Australia with focus on activity that is transferable to Victoria;
- Developed, implemented and evaluated a work plan focusing on inter sectoral practitioner and capacity building in mental health promotion;
- Attracted external resources to support on-going workforce and organisational development activity as required.

Research and Practice

- Developed and implemented an advocacy, and 'research-to-practice' strategy that links the research and practice arms of the centre as well as engaging relevant stakeholders.

Evaluation

- Provided advice to VicHealth, government departments and field organisations on the design and implementation of social indicators and evaluation research relevant to the promotion of mental health and wellbeing;
- Undertaken evaluability assessments and/or sound and informative evaluations of mental health promotion programs and projects;
- Attracted external resources to support evaluation activity as required

Collaborations

During the establishment and consolidation phase of the Centre, the Director may wish to form collaborative project arrangements within the Faculty of Medicine, Dentistry and Health Sciences and across the other Faculties and Departments of the University. These collaborations are encouraged both within the University of Melbourne and across other academic institutions at the State, National and International level. Centre collaborations are also encouraged with peak bodies, government departments and non-government agencies across relevant sectors and disciplines.

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 control 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.

6 Other Information

6.1 Organisation Unit

The VicHealth Centre for The Promotion of Mental Health and Social Wellbeing

The Centre will be administratively located within the School of Population Health (Department of Public Health). The primary aims of the Centre are to:

- Create knowledge and understanding that will inform theory, research, policies and programs that lead to and sustain mental health and social wellbeing across the population;
- Develop and test interventions to build further understanding of best practice models in the promotion of mental health and social wellbeing;
- Contribute to capacity building of organisations and practitioners to undertake activity to promote mental health and social wellbeing and to evaluate this work.

The Centre will have a specific focus on the social and economic determinants of mental health and wellbeing, with research into the mental health impacts of economic and social policy also being an area for exploration.

The broad objectives of the Centre include:

- Undertaking research to advance the way interventions are theorised, developed, implemented and evaluated;
- Developing appropriate methodologies and indicators to assess progress toward improving the mental health and social wellbeing of the population and of specific population subgroups;
- Promoting and supporting the development and adoption of evidence-based public policies and practices;
- Establishing systems and processes to ensure the effective transfer of research findings into policy and practice;
- Developing skills and capacities in intervention research among graduate students and practitioners;
- Guiding the evaluation of VicHealth activities in the area of mental health and wellbeing.

The School of Population Health & Department of Public Health

The School of Population Health was established in the Faculty of Medicine, Dentistry and Health Sciences in 2001. The School aims to strengthen the understanding, capacity and services of society to meet population health needs and to improve the quality and equity of health care. It employs a population health framework that incorporates public health and preventative medicine, health promotion, clinical medicine and allied healthcare disciplines and an evidence-based approach to health care. SPH places particular emphasis on indigenous and international health. Its research programs aim to

elucidate the genetic, environmental, social and economic determinants of health, and also focuses on the evaluation of the health systems, programs and services that seek to prevent disease and injury and to promote health. The School provides research and professional development opportunities for medical undergraduates, postgraduates in a wide range of disciplines, clinicians in all sectors of the health care industry, scientists, professionals and leaders in population health.

The School is comprised of 8 Centres and Units, and a 9th, the VicHealth Centre for The Promotion of Mental Health and Social Wellbeing was formally established in July 2004. Seven were existing Faculty or Department Centres or units, that were brought together under the School umbrella, while the Diabetes Vaccine Development Centre (DVDC) was established in 2003. Located at 207 Bouverie St are the Centre for the Study of Health and Society, the Program Evaluation Unit (incorporating the Health Economics Group), Centre for International Mental Health, the Diabetes Vaccine Development Centre, and the new VicHealth Centre for Mental Health Promotion and Social Wellbeing. Located at 723 Swanston St are the Centre for Genetic Epidemiology and the Epidemiology and Biostatistics Unit. The Key Centre for Women's Health in Society is located at the Royal Woman's Hospital and the Sexual Health Unit is housed within Melbourne Sexual Health Centre nearby on Swanston St. The School also houses the MCRI Vaccine and Immunisation Research Group led by Professor Terry Nolan and located at 207 Bouverie St.

6.2 Budget Division

The Faculty of Medicine, Dentistry & Health Sciences

The Faculty of Medicine, Dentistry and Health Sciences comprises the School of Medicine, the School of Population Health, the School of Dental Science, the School of Physiotherapy, the School of Behavioural Science, the School of Rural Health and the School of Postgraduate Nursing.

The Faculty is one of 11 Faculty (Academic Budget Divisions) groupings in the University. It is one of the University's largest faculties in terms of management of financial resources, employment of academic and general staff, teaching of undergraduate and postgraduate students, and the conduct of basic and applied research. The Faculty's recurrent fund budget is about \$36.5m and the Faculty also manages income from other sources, including research grants, fee income, trust funds and bequests totalling about \$38m. The Faculty has a student teaching load of about 4,100 equivalent full-time student units (3,300 other-than higher degree, 800 higher degree) with a total staff of about 1,250 full-time equivalent (425 teaching and research staff, 400 research only, 425 general staff).

6.3 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. Staff and students 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, the Senior Vice-Principal, Vice-Principals Human Resources, Information, Property & Buildings, University Development, the Vice-Principal & Chief Financial Officer, the Vice-Principal & General Counsel and the Vice-Principal & Academic Registrar.

This position description is approved by:

Occupant: Date:.....

Supervisor:..... Date:.....

Head of Organisation Unit: Date:.....

Head of Budget Division: Date:.....