

POSITION DESCRIPTION

Position Title:	Manager, Medical Education
Business Unit/Department:	Department of Medical Education
Division:	Medical Services
Award/Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) Enterprise Agreement 2021–2025 OR Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024–2028 Or equivalent.
Classification:	HS5 (or as applicable) OR Nurse Educator Grade 4A/4B or equivalent (depending on qualifications and background)
Reports To:	Program Director, Department of Medical Education
Direct Reports:	Medical Education Officers, Administrative Officers
Date Prepared/Updated:	19 May 2025

Position Purpose
<p>The Manager of the Medical Education Department (MED) provides operational and strategic leadership to support the delivery of high-quality education and training for junior medical staff across all Western Health campuses. This role ensures coordination, consistency, and compliance across educational programs while leading a multidisciplinary team of educators and administrators. The role may be held by candidates from clinical, administrative, nursing or Allied health backgrounds, and reflects the interprofessional growth of the Medical Education function.</p> <p>The manager provides operational leadership across the Medical Education Department, managing staffing, budgetary allocations, rosters, and compliance processes. This role translates strategic plans into day-to-day excellence, coordinating accreditation preparation and ensuring the resources of Medical Education Officers and administrators are utilised efficiently. The Manager may be appointed under either the Allied Health, Nursing or Health Service Managers Enterprise Agreement, reflecting the value of our interprofessional collaboration.</p>
Business Unit Overview

Our Vision

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<p>The Medical Education Unit in association with the Medical Workforce Unit supports junior medical staff with education, training and professional development, particularly in the prevocational years of PGY1-3.</p> <p>The Medical Education Unit is responsible for the prevocational training and education of doctors in PGY1-3. This includes a role in coordinating and facilitating educational activities including parts of orientation. The Unit also provides elements of pastoral care and career advice to junior doctors. It aims to provide an optimal learning environment using sound educational principles to deliver a relevant and comprehensive education program for junior medical staff.</p> <p>The education program includes a comprehensive orientation program and weekly intern/HMO education sessions. Simulation and practical skills sessions are conducted regularly through the year.</p> <p>The Unit also provides additional support to International Medical Graduates (IMGs) or any doctors who may require additional support in terms of orientation and education.</p> <p>Members of the Medical Education Unit work across all sites of Western Health.</p>
<p>Key Responsibilities</p> <p>Operations</p> <ul style="list-style-type: none"> • Lead and support a multidisciplinary team of Medical Education Officers and administrators. • Coordinate delivery of education programs across PGY1, PGY2, PGY3+, IMG, and physician education. • Manage scheduling, communications, documentation and rostering for educational activities. • Oversee systems for tracking trainee compliance, performance, supervision, and wellbeing. • Support the Program Director and Directors of Training in delivering strategic projects. • Monitor and report on departmental budgets and resource utilisation. • Collaborate with the Medical Workforce Unit (MWU) to optimise clinical rotations to support both career goals and professional development for junior doctors, including IMGs. • Work closely with MWU to identify and support pre-vocational doctors requiring welfare or performance-related interventions. • <p>Governance and Compliance</p> <ul style="list-style-type: none"> • Ensure educational activities align with PMCV, AMC, AHPRA, and College requirements. • Lead the preparation of accreditation submissions and readiness for site audits. • Support implementation of policies for managing supervision, performance, and trainee concerns. <p>Leadership and People Management</p> <ul style="list-style-type: none"> • Foster a values-driven team culture focused on accountability, quality, and inclusion. • Manage recruitment, onboarding, professional development, and performance review processes. • Address team issues and interpersonal conflict in a proactive and constructive manner. • Mentor and support team growth, career development and succession planning. • Work in close partnership with the Medical Education Unit team members, Directors of Clinical Training (DCTs), and the Supervisor of Intern Training (SiT) to support the ongoing development, implementation, and evaluation of medical education initiatives. • <p>Strategic and Collaborative Leadership</p> <ul style="list-style-type: none"> • Collaborate with clinical and divisional leaders to align medical education with service delivery. • Build relationships with university partners, PMCV, Colleges, and external agencies. • Contribute to expanding the education portfolio across specialties and divisions. • Participate in or lead education-related grants, projects, and faculty development programs. <p>Educational Leadership</p> <ul style="list-style-type: none"> • Liaison with and support of Term & other relevant clinical Supervisors • Actively support Succession Planning

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- Advocate at the Executive level for the needs of prevocational trainees
- Participation in support and remediation programs for doctors with special needs or performance issues
- Liaison with other campuses/rotating health services regarding rotating prevocational doctors
- Collaborate with external organisations including universities, the Postgraduate Medical Council of Victoria (PMCV), Australian Medical Council (AMC), Australian Health Practitioner Regulation Agency (AHPRA), specialist training colleges, and partner health services to support educational quality and supervision.
- Engage with the Medical Workforce Unit (MWU) to coordinate and optimise study days, orientation programs, and targeted support for International Medical Graduates (IMGs).
- Support the Medical Workforce Unit in prevocational recruitment processes, including participation in information sessions, hospital tours, application reviews, and interview panels as required.
- Maintain regular communication with external rotation sites, including conducting site visits, to support consistency in training experiences and ensure alignment with Western Health expectations.
- Liaise with key internal stakeholders such as the Chief Medical Officer (CMO), Term Supervisors (TS), Clinical Supervisors (CS), and Heads of Units (HoUs) to promote educational excellence, advocacy, and the wellbeing of junior doctors.
- Represent the Medical Education Unit on relevant committees and working groups within Western Health that address the needs and development of prevocational junior medical staff

Mentoring, Counselling & Advocacy

- Regular interaction with prevocational doctors
- Advocacy on behalf of prevocational doctors
- Monitoring, support and referral of welfare issues of prevocational doctors
- Participation in career advice and general counselling

Administrative/Quality Improvement Activities May include participation in:

- Participation in prevocational accreditation activities
- Participation in policy and guideline development for medical education / welfare
- Supporting prevocational doctor engagement in training activities and review of feedback/evaluation
- Ensure familiarity with requirements for and contemporary issues in relation to the education and training of prevocational doctors
- Participate in relevant professional development activities on a regular basis (PMCV, College, University)

Key Working Relationships

Internal:

- Program Director, Department of Medical Education
- Directors and Deputy Directors of Training
- Medical Workforce Unit
- Clinical Heads and Divisional Directors
- Medical Education Officers and Administrative Staff
- People and Culture / Nursing Education Units

External:

- PMCV
- University Medical and Nursing Schools
- Medical and Nursing Colleges
- Other education and accreditation bodies

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Selection Criteria	
Essential <ul style="list-style-type: none"> Relevant tertiary qualification in health administration, education, nursing, or a clinical discipline. Demonstrated experience managing education or training programs in a healthcare environment. Strong leadership, conflict resolution and performance management skills. Proven ability to collaborate with clinical leaders and manage stakeholder relationships. Demonstrated ability to develop, deliver and evaluate medical education programs including simulation Excellent verbal, written and interpersonal communication skills. Knowledge of accreditation and compliance standards for junior medical staff and health training. High-level skills in Microsoft Office and education management systems. Desirable <ul style="list-style-type: none"> Postgraduate qualification in medical or health education, management, or leadership. Experience in interprofessional education and healthcare workforce development. Familiarity with PMCV, AMC, AHPRA or College accreditation frameworks. 	
Leadership Capabilities	
Leadership Capability	Definition
Manages complexity	Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
Decision quality	Making good and timely decisions that keep the organisation moving forward
Plans and aligns	Planning and prioritizing work to meet commitments aligned with organisational goals
Optimises work processes	Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
Ensures accountability	Holding self and others accountable to meet commitments
Values differences	Recognising the value that different perspectives and cultures bring to an organisation
Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Persuades	Using compelling arguments to gain the support and commitment of others
Manages ambiguity	Operates effectively, even when things are not certain or the way forward is not clear
Additional Requirements	
All employees are required to: <ul style="list-style-type: none"> Obtain a police / criminal history check prior to employment Obtain a working with children check prior to employment (if requested) Obtain an Immunisation Health Clearance prior to employment Report to management any criminal charges or convictions you receive during the course of your employment Comply with relevant Western Health clinical and administrative policies and guidelines. 	

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- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services and sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name:	Click here to enter the Employee's name.		
Employee's Signature:		Date:	Click here to enter a date.

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