



CHIEF MEDICAL OFFICER

Department/Unit	Campus Community Division
Faculty/Division	Chief Operating Officer and Senior Vice-President
Classification	Executive Manager
Work location	Clayton Campus
Date document created or updated	March 2023

About Monash University

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something ground-breaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

About the Campus Community Division

The Campus Community Division is charged with leadership, management and innovation in the provision of high-quality non-academic services to students and staff at Monash. The Campus Community Division comprises Chaplaincy; Childcare; Counselling and Mental Health Programs; Employment and Career Development; Non-Residential Colleges; Residential Services; Safer Community Unit; Social Justice Unit; Student Engagement & Support Programs; Student Leadership Programs; Monash Sport; TeamMONASH; University Health Services; and Volunteering@Monash.

Position Purpose

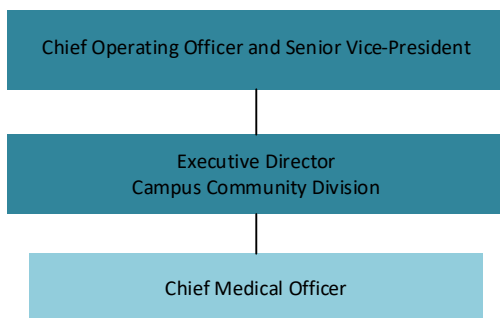
The Chief Medical Officer (CMO) is responsible for providing expert medical advice to the University's executive management on matters relating to the health and wellbeing of the University community. The CMO will also work closely with the University Health Service and Occupational Health & Safety to ensure that the service is adequately responding to public health incidents and emergencies and providing a high-quality healthcare service to all staff and students. It is critical that the CMO establishes and sustains a partnership with the Department of Health and related agencies, ensuring that the University's policies, procedures, and activities are aligned with State and Federal advice and standards.

Reporting Line: The position reports to the Executive Director, Campus Community Division.

Supervisory Responsibilities: No direct supervisory responsibilities

Financial Delegation: Financial delegation in accordance with the delegations register.

Organisational chart



Key Responsibilities

1. Provide expert clinical advice when required, to the University Executive on a full range of health issues including appropriate immunisation of staff and students, infectious disease management or any public health emergency impacting the health and wellbeing of the University community, both domestically within Australia, and broadly across all University sites, internationally.
2. Act as a spokesperson for the University on all matters related to health protections, incidents and emergencies. Ensure that staff and students are updated and informed about new healthcare regulations and Government guidelines, including vaccination and the national immunisation program. Responds to University Freedom of Information requests in respect to the broader university community.
3. Monitor Government advice and regulations to ensure that the University Health Service (UHS) remains compliant with Government directives and associated legislation. Work closely with UHS to ensure that all medical practitioners and officers are providing the highest standard of medical care.
4. Provide strategic advice to the University Executive regarding crisis management, recovery and communication. Provide reports and advice regarding critical incident management, including defining and analysing critical incidents and providing recommendations for specific University wide actions.

5. Provide specialist health advice to Program Directors and key stakeholders, including but not limited to Monash Residential Services, Monash Sport and University Health Services. Work collaboratively with these stakeholders to promote the health and wellness of the University community through initiatives such as the health and wellness of the University community through initiatives across Monash University.
6. Design and deliver appropriate strategies to ensure consistent application of population health policies, procedures, and activities to all members of the University community, including those engaged in education and/or employment outside Australia.

Key selection criteria

Education/Qualifications

- Bachelor of Medicine/Surgery
- Post-graduate qualifications in occupational health and/or public health
- Fellowship of the Australasian Faculty of Occupational and Environmental Medicine
- Fellowship of the Royal Australian College of General Practitioners
- Full registration as a medical practitioner with the Medical Board of Australia via AHPRA

Knowledge and Skills

1. Demonstrable experience in medical practice or medical research.
2. Demonstrable experience, commitment to, and promotion of, organisational health and wellbeing programs.
3. Demonstrated initiative, judgement and ability to communicate effectively to manage highly complex public health emergencies.
4. Demonstrated negotiation and problem solving skills and ability to provide strategic advice to senior leadership groups.
5. Outstanding relationship management and consulting skills, including the ability to interact with, influence and negotiate with stakeholders both within and external to the University.
6. Outstanding interpersonal and communication skills, with particular emphasis in the areas of consultation, negotiation, influencing and conflict resolution, including the ability to develop professional and effective communications for a range of audiences.
7. Advanced understanding of emerging health practices and principles and how these apply to and benefit different work environments.

Other job-related information

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required
- This position will require a successful National Police Record check

Governance

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.