

# POSITION DESCRIPTION



<b>Position</b>	Medical Educator
<b>Classification</b>	\$120,000 plus superannuation (0.5 -1FTE pro rata)
<b>Date</b>	March 2022
<b>Responsible to</b>	Specialist Trainee Support Lead
<b>Program</b>	Specialist Trainee Support Program

The Australian Indigenous Doctors' Association (AIDA) is the national body representing Aboriginal and Torres Strait Islander doctors and medical students, focused on equitable health and life outcomes for Indigenous people. We do this by working towards reaching population parity of Indigenous medical students and doctors; and supporting a culturally safe healthcare system.

## Our Principles:

- We are respectful of our connections to the past, present and future
- We maintain our cultural integrity, honesty, transparency and respect
- We apply our unique medico-cultural perspective
- We demonstrate excellence and integrity in leadership
- We respect Aboriginal and Torres Strait Islander knowledges and practices in caring for country
- We are committed to the pursuit of social justice and Indigenous human rights
- We foster the highest standards of professionalism and excellence.

## Values

The Australian Indigenous Doctors' Association:

- is respectful and reflective of our connections to the past, present and future;
- pursues social justice, Indigenous and human rights;
- maintains cultural integrity, honesty and transparency; and
- fosters the highest standards of professionalism and excellence.

## Code of Conduct

All Australian Indigenous Doctors' Association members and employees must:

- at all times behave in a way that upholds the AIDA Values;
- treat everyone with respect, dignity, courtesy, sensitivity, and ensure that they do not become involved in or encourage discrimination or harassment;
- practice cultural safety and respect the diversity of experiences, expertises and opinions within the organisation;
- act professionally, with discretion, confidentiality and sound judgement;
- act with care and diligence in the course of AIDA membership/employment; and
- declare all involvements or interests that may be either perceived or actual conflicts and stand aside, as necessary, from decision making on these matters.

## Summary of role

Contributing to the strategic goals for AIDA, the Specialist Trainee Support team is responsible for the development, delivery and assessment of educational programs and resources delivered by AIDA.

The Medical Educator will provide educational and project management expertise to successfully deliver the objectives of the STSP. The role is responsible for the coordinating and delivery of workshops and other educational materials and resources to support trainees and supervisors.

In accordance with principles of workplace diversity, workplace participation, safe working environment and the empowerment of Aboriginal and Torres Strait Islander people, you will undertake the following tasks either individually or as a member of a team.

## Key Duties

The following key duties are intended to describe the general nature and level of work being performed. They are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

- Provide educational expertise in the development of workshop materials ensuring the educational components of the workshop and resources are to a high standard and culturally appropriate.
- Effective delivery and evaluation of workshops and educational sessions.
- Review pre-learning feedback submitted by workshop participants and provide relevant information to the co-facilitator(s)
- Engage and consult with stakeholders both internal and external for input and successful delivery of project outcomes.
- Participate and contribute to post workshop debriefing activities
- Other tasks within your expertise to support AIDA's broader goal, as required from time to time

## Selection Criteria

### **Skills and Experience**

#### **Essential**

- Medical Education with a degree in the medical health field
- Demonstration of Adult Learning from a medical perspective
- Experience in design, development, implementation, review and evaluation of educational programs and materials.
- Demonstrated skills in managing educational projects.
- Demonstration of understanding of the issues that are barriers to Aboriginal and/or Torres Strait Islander doctors for effective completion of vocational training
- Ability to facilitate events and engage with groups of medical professionals in a workshop environment
- Ability to collaborate, cooperate and be flexible to fulfil the aims of the program
- Competency in Microsoft Office, online e-Learning systems, online booking systems and other software used to deliver programs, or an ability to learn systems quickly and effectively

#### **Desirable**

- Experience and/or qualifications in a medical or related field, or prior experience working with doctors and/or medical professionals

### **Personal Attributes**

- Culturally aware, inclusive in approach and respectful of all others at all times
- Highly organised, who has a structured yet flexible working style and is adept at reprioritising workflows in order to meet tight deadlines in a fast-paced environment
- Able to prioritize work and workload yet able to remain flexible as needed
- Ability to work with multiple stakeholders
- Effective communicator including written and verbal, and with both individuals and groups.
- Demonstrated ability to work with minimal guidance