



# Oceania University of Medicine

SPECIALISTS IN ONLINE MEDICAL EDUCATION

## Position Description

<b>Position Title</b>	Chief Academic Officer
<b>Position Classification</b>	Executive and Faculty (Academic)
<b>Appointment Type</b>	Fixed/Maximum Term, Full-Time (Contract Type and Term duration to be negotiated with successful applicant)
<b>Academic Level</b>	Associate Professor or Professor
<b>Reports to</b>	Vice Chancellor
<b>Agent for OUM</b>	E-Medical Education Australia or e-Medical Education, LLC
<b>Location</b>	International

### About Oceania University of Medicine (OUM)

OUM was founded in the South Pacific Island Nation of Independent Samoa in 2002. Its foundations were built on providing vital medical education to build a workforce capable of serving the healthcare needs of underserved island communities.

OUM has evolved from a local mission to better meet the health needs of underserved island communities into an accredited international medical school with a global student body. OUM blends interactive distance learning and traditional hands-on clinical training to bring medical education to students around the globe, helping aspiring medical practitioners overcome distance, personal, and professional barriers to achieve their dream of practicing medicine.

OUM's MD program is a rigorous medical school curriculum, typically completed in 4 to 4.5 years. The diversity of OUM's student body is impressive, both in its range of professions and the native countries it represents. The majority of OUM students have many years of experience in the workforce, primarily in healthcare professions but also in a wide variety of other careers.

Please visit our website for additional information about OUM: [www.oum.edu.ws](http://www.oum.edu.ws)



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## OUM – Mission, Values, Strategy

### Our Mission

The mission of Oceania University of Medicine is to help qualified individuals overcome distance, personal, and professional barriers to become highly trained medical practitioners, who are committed to life-long learning, with the requisite knowledge, skills, and attitudes to care for patients; to prevent, treat and cure disease; and to create and apply new knowledge to improve the health of underserved communities in Oceania and beyond.

### Our Values

At its heart, OUM is an international university with a social mission focused on serving the healthcare needs of underserved communities.

OUM is dedicated to actively contributing to the clinical healthcare needs of national and global communities by training physicians to practice with integrity and empathy. OUM embraces an ethos of compassion, accountability, social responsibility, and discovery.

### Our Strategic Objectives

- To produce generalist graduates with the foundation competencies in the basic and clinical sciences to prepare them for work in a hospital or community setting as a junior doctor while developing the vision, sense of national and professional need, motivation, and perseverance necessary for the pursuit of specialty training.
- To produce graduates with the necessary skills and motivation to be lifelong learners.
- To produce graduates with a strong orientation towards community practice by allowing students to study while remaining in their community.
- To produce graduates who are socially responsive and ethically responsible in their approach to the practice of medicine.
- To deliver a common internationally applicable medical curriculum while providing students with their experiences which allows them to localize learning outcomes.
- To broaden the access to entry into the study of medicine by allowing students to minimize the social, geographic, family, and financial disruption normally experienced with the study of medicine.
- To utilize current emerging information technologies to provide learning resources that allow students to study flexibly in a range of settings for the completion of their studies.
- To use, in a consistent and central role throughout the course, the experience, role modeling, and mentoring capacity of practicing clinicians in the students' communities, supported by high-quality educational resources, to assist with the personal and professional development of students and graduates.
- To contribute to the development of health sciences undergraduate and postgraduate training in Samoa and the Pacific region by actively pursuing links with, and cooperating with, other regional training institutions.
- To contribute to the continuing professional development of healthcare professionals in Samoa and the Pacific region.



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## Primary Position Purpose

The Chief Academic Officer (CAO) is a member of the Senior Leadership Team and is the senior faculty (academic) role responsible for driving academic leadership and strategic direction across OUM and operational delivery of the university's academic objectives.

The CAO plays a key role in providing strong leadership and management, driving a high-performance culture, vision setting, strategic planning, and resourcing management of the university along with the Vice Chancellor (VC) and Chief Operating Officer (COO).

The CAO reports to the Vice Chancellor. Direct reports to the CAO include all regional Deans, Director of Pre-Clinical Education and Faculty, Director of Clinical Education and Faculty Director of Research, Associate Dean Student Engagement, as well as a number of support roles.

## Primary Position Responsibilities

### Strategic Leadership

- Develop and articulate a visionary academic strategy aligned with the university's mission and strategic priorities.
- Foster a culture of continuous improvement and innovation in teaching, research, and service.
- Ensure adherence to the University's staff and student codes of conduct and academic standards among faculty staff, and students.
- Supervision of the Regional Deans to ensure that the University provides high-quality education to its students, consistent with the standards set by medical licensing boards in the nations of Australia, New Zealand, Samoa, the United States, and Canada.
- Convene regular all faculty meetings, oversee the onboarding of new faculty, faculty development, and ensure effective communication among faculty for their well-being and to enhance the OUM experience for its students.
- Provide general oversight of faculty and student research to ensure that safety and ethical protocols are developed and followed.
- Member of the University's Executive Committee & Academic Board.
- Carry out the directions and resolutions of the University Council.
- Work closely with all members of the senior leadership team in the development and promotion of its products and services.

### Strategic Operations

- Collaborate closely with the Chief Operations Officer (COO) to ensure administrative responsiveness to faculty needs, and to establish and uphold effective policies and procedures.
- Compile and submit a comprehensive workforce plan and budget for teaching delivery. Work with the Chief Financial Officer to monitor expenditure to maintain budget compliance, and initiate corrective measures as required, in coordination with the COO.
- Conduct annual assessments of curriculum and instructional design, proposing enhancements and improvements as required. Oversee student evaluations and examinations to ensure their alignment with course content and medical licensure criteria.



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## Primary Position Responsibilities..continued

### Academic Program Development

- Oversee the development, review, and enhancement of academic programs to ensure alignment with emerging trends, industry needs, and accreditation standards.
- Support the creation and implementation of innovative pedagogical approaches and experiential learning opportunities.

### Faculty Recruitment, Development, and Support

- Support faculty development initiatives to enhance teaching effectiveness, research productivity, and professional growth.

### Student Success and Engagement

- Collaborate with academic and student affairs leaders to enhance student success, retention, and graduation rates.
- Foster a vibrant academic community that promotes student engagement, leadership development, and global citizenship.

### Quality Assurance and Accreditation

- Ensure compliance with accreditation standards and regulatory requirements for academic programs.
- Promote a culture of assessment and continuous improvement to achieve academic excellence and accountability.

### Governance and Risk Management

- Maintain professional standards in carrying out all duties.
- Adhere to and uphold established procedures and templates for performing routine tasks."
- Follow and enforce the use of documented processes and templates when conducting general duties.
- Support opportunities for innovation, evaluation, and improved service delivery.
- Contribute to maintaining a safe workplace that values the health and safety of co-workers, students, patients, and visitors.
- Treat staff, students, patients, and visitors of the University with respect, fairness, and equity, free from discrimination and harassment at all times
- Maintain Intellectual Property and content protection for student-submitted works.
- Maintain an awareness of the University's policies and respond to OUM communications in a timely fashion.

## Selection Criteria

1. Advanced degree (preferably a PhD) in a relevant field.
2. Extensive experience in academic leadership, preferably in a global higher education environment.
3. Demonstrated success in strategic planning, program development, and faculty development.
4. Strong commitment to diversity, equity, and inclusion in all aspects of academic life.
5. Excellent interpersonal, communication, and collaboration skills.
6. Visionary leadership and ability to inspire others toward shared goals.
7. Commitment to ethical leadership and academic integrity.
8. Adaptability, resilience, and ability to thrive in a fast-paced, dynamic environment.



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## Remuneration and Benefits

Remuneration will be negotiated with the preferred candidate and appointment made at the appropriate academic level considering qualifications and experience.

## Information for applicants

This Position Description outlines the core responsibilities, objectives, desired outcomes, required skills and expectations to successfully perform the role.

This document is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role. The CAO may be called upon to perform additional duties and responsibilities as reasonably required by the University.

For further information regarding this position please contact the Chief Operating Officer, Carmel Sang at [coo@oum.edu.ws](mailto:coo@oum.edu.ws) or HR Manager, Louise Salter at [hr@oum.edu.ws](mailto:hr@oum.edu.ws)

## How to Apply

Please submit your application via email to [recruitment@oum.edu.ws](mailto:recruitment@oum.edu.ws) by **Sunday 16 June, 11.00pm** (AEST - Australian Eastern Standard Time) ensuring you have provided the following information:

- A covering letter outlining your suitability for the role (responding to the selection criteria).
- Current curriculum vitae/resume including full contact details (personal email address).
- Please include the contact details of three referees including phone number and email addresses.
- **Applications Close - Sunday 16 June, 11.00pm (AEST)**