

Position Description

Regional Projects Manager



Position Title:	Regional Projects Manager		
Reports To:	Direct	Manager, Regional Programs & Partnerships	
	Indirect	Head of Research	
Direct Reports:	<ul style="list-style-type: none"> Program 7 (<i>'Fast track innovations in regions with the poorest cancer outcomes'</i>) project support role(s) as required 		
Indirect Reports:	<ul style="list-style-type: none"> Teletrials project resource/s (eg. Regional Liaison Officers/Coordinators within member organisations, funded by VCCC) 		
Position Type:	Full time, Maximum Term		Location: 305 Grattan Street, Melbourne (working from home as required during the COVID-19 pandemic)
Key Relationships:	Internal	<ul style="list-style-type: none"> Research Team Collective Impact Team Research Programs Coordinator Head of Education Education Team People & Culture Joint SPP Review and Oversight Committee Cancer Research Advisory Committee (CRAC), Cancer Education and Training Advisory Committee (CETAC) and Cancer Consumer Advisory Committee (CCAC) Program Steering Groups and Working Groups Clinicians, educators and researchers across the VCCC Alliance Strategic Leads VCCC Regional Oncology Leads 	
	External	<ul style="list-style-type: none"> Regional cancer centres, Heads/Directors of Clinical Trial Units, Research Offices and Clinical Trial Unit Managers at participating sites Regional Trial Network (RTN-Vic) Key personnel from the ReVitalise network, National Teletrials program and other relevant consortia Relevant pharmaceutical and biotechnology companies and industry groups Regional and metropolitan Integrated Cancer Services (ICS) Relevant government departments e.g. Department of Jobs, Precincts and Regions and Department of Health 	



POSITION CONTEXT

Improving cancer outcomes in the regions is listed as a key component of the 2020 Victorian Cancer Plan and is also an objective of the Victorian Comprehensive Cancer Centre (VCCC) under the Strategic Goal: *Pursue equity in access of cancer care and outcomes for all Victorians affected by cancer*. As a part of the Strategic Program Plan 2020-2024 (SPP), the VCCC is investing \$3.15M over 3.5 years to support a program of work known as Program 7: *Fast track innovations in regions with the poorest cancer outcomes*, which aims to improve cancer care in the regions with a particular focus on improving access to clinical trials and ensuring equitable access to innovative cancer care.

POSITION PURPOSE

Reporting to and working closely with the Manager, Regional Programs & Partnerships, the Regional Projects Manager will be responsible for the implementation of projects as identified in the *Fast track innovations in regions with the poorest cancer outcomes Projects* (Program 7) which is a key program supporting VCCC's Strategic goal to *Pursue equity in access of cancer care and outcomes for all Victorians affected by cancer* Program.

The Regional Projects Manager's role is accountable for the project management of key projects described within Program 7, including:

- Teletrials and clinical trial unit capacity building;
- Improving Outcomes of Less Common Cancers;
- Coordination of the Regional Data Linkage project; and
- Support for the Genomics and Geriatric Oncology Access projects, working in collaboration with the Manager, Regional Programs & Partnerships and other key stakeholders.

The Regional Projects Manager will be responsible for working with key stakeholders to continue to define the specific deliverables of this program of work. The Project Manager will guide and support the expected and necessary evolution of the projects over time to meet the objectives of the VCCC and the members and partners we work to support and enable.

The role requires a proactive, high-achieving and motivated individual with experience in project and stakeholder management (preferably related to cancer, regional programs and/or clinical trials) who can establish strong working relationships with multi-disciplinary teams of researchers and clinicians across VCCC member organisations and other partners (including key stakeholders from the recently funded ReVitalise Consortium, National Teletrials Program and government agencies). The role will suit someone who can rapidly develop an understanding of the program goals and opportunities, establish strong relationships with VCCC Regional Leads and other key stakeholders sector-wide and deliver the projects with excellence.

With the support of the Manager, Regional Programs & Partnerships and the Evaluation Manager, the Regional Projects Manager will identify metric-driven performance outcomes through an evaluation framework which will inform individual goals and measures of success.

As required, the role will support ongoing process improvement across the VCCC and contribute to the development of internal project management and business processes including the coordination of business cases and further strategic plans.

Delivery of major pieces of work will include (but not be limited to):

- Fostering and maintaining stakeholder relationships with key regional partners such as the Regional and Metropolitan Integrated Cancer Services, relevant government departments e.g. Department of Jobs, Precincts and Regions and Department of Health; regional cancer centres; Heads/Directors of Clinical Trial Units, Research Offices and Clinical Trial Unit Managers at participating sites; Regional Trial Network and major collaborative entities such as Revitalise and the National Teletrials program.

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- Project management of the VCCC Teletrials program and its interplay with state-wide Teletrials initiatives such as the National Teletrials program, ReVitalise and the Regional Trials Network. The project still requires further articulation and scoping to ensure it complements the other activity across the state.
 - Support the coordination of greater regional access to genomic testing provided in Program 2 of the Strategic Program Plan
 - Project management of relevant data integration activities with the regional partners within SPP Program 1 (Linked Data) and the proposed less common cancers project
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ORGANISATIONAL CONTEXT

Vision

The vision for the Victorian Comprehensive Cancer Centre (VCCC) is to save lives through the integration of consumer-engaged cancer research, education and patient care.

Founded in the holistic principles of the internationally recognised Comprehensive Cancer Centre model, the VCCC alliance brings together 10 of Victoria's leading research, academic, and clinical institutions to achieve what can only be done through state-wide collaboration. Together we will improve outcomes in cancer in metropolitan, regional and rural Victoria, and forge new approaches to cancer research, education, and patient care for all.

Operating Environment

The VCCC's multi-site, multi-disciplinary model brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), the University of Melbourne, Walter and Eliza Hall Institute of Medical Research, The Royal Women's Hospital, The Royal Children's Hospital, Western Health, St Vincent's Hospital Melbourne (including St Vincent's Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children's Research Institute.

The VCCC has a 3.5-year agreement to June 2024 with the Department of Health and Human Services to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Program Plan.

Our Team

VCCC is made up of a tight-knit team of staff who form the backbone working to facilitate the power of collective impact across the VCCC alliance and beyond.

Collective impact underpins 'how' we work and how we enable not only the work of the alliance, but how we positively influence the culture of our shared working experience. Collective impact starts by defining a shared problem and working together with our members, consumers and partners to co-design a shared vision to solve it. We agree on how to regularly measure progress, to not only communicate headway but to also allow for continuous learning and improvement.

The VCCC team foster and coordinate the expertise of the alliance and other partners to encourage and enable collective effort to achieve more than any single entity can achieve on its own. At the VCCC, our team, along with our distributed leaders, are our backbone. We are dedicated to facilitating the expertise of the alliance in the ambitious task of implementing sustainable systemic change to continuously improve equitable care and outcomes for cancer patients.

Team Purpose

Be known for enabling the best research-led cancer care for all



Team Values

Better Together *we connect and support to empower sustainable change*

Integrity *we are respectful of the cancer community and accountable for our contribution*

Bold *we cultivate ideas and dare to innovate*

Patient-Centred *we place patients with cancer at the centre of all we do*

For All *we champion equity of cancer care for every Victorian*

Main Responsibilities

Regional Oncology Development

- Work with the Manager, Regional Programs & Partnerships to support VCCC Regional Oncology Leads to achieve agreed goals and objectives
- Facilitate a scoping exercise, through the regionally embedded Partnership Coordinator roles, to identify the priorities and educational requirements of the Regional Cancer Centres upon establishment of an Affiliate Partnership with the VCCC
- Assist the Manager, Regional Programs & Partnerships to provide relevant communication and support to the regionally based Partnership Coordinators to ensure active and informed engagement in program implementation and evaluation to meet the needs of the program
- Proactively support mechanisms and communication channels to ensure a connection between Regional Oncology and other VCCC programs, e.g. SPP Program 1 (Linked data), Program 2 (Precision Oncology), Program 4 (Clinical Trial Innovation) and Program 8 (Health Equity).

Teletrials Project Management

- Working closely with the Manager, Regional Programs & Partnerships, the Head of Research and key regional stakeholders, develop and implement a plan to increase the number of Teletrial clusters across Victoria by empowering and connecting Teletrials champions, streamlining regulatory processes to support uptake and efficient opening and communication of available teletrials and increasing capability and awareness of Teletrials through education, training and advocacy
- Work with clinical trial units to identify the barriers and enablers to the implementation of Teletrials and to inform the scope of the project
- Conduct work to reduce any logistical barriers to a telehealth-based, shared care model for clinical trials at the chosen regional sites
- Collaborate with regional stakeholders and consumers to improve access to clinical trials for regional patients, especially regarding cancers with the poorest outcomes

Project Management

- Support and provide input to the development of project plans for the regional program (Program 7) in collaboration with the Program 7 Steering Group, Regional Oncology Leads, Manager, Regional Programs & Partnerships, consumers, the Project Working Groups and the Heads of Research and Education.
- Support and assist with the implementation of relevant projects within the VCCC and provide overarching project management of projects based in (and operationally managed by) external partners and organisations as relevant

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- Manage projects within VCCC program management frameworks and support the development and implementation of appropriate frameworks and metrics to assess the progress and success of projects against agreed goals and milestones
 - Support the quality and continual improvement of internal project management and business processes, e.g. templates, file structures, process mapping, risk management, evaluation and reporting
 - Continually review the steps needed to optimally implement relevant projects under the VCCC *Fast track innovations in regions with poorest cancer outcomes* program and other identified VCCC programs
 - Utilise an ongoing process evaluation framework to support the evaluation of the benefits associated with the implementation of Program 7, particularly the benefits of the teletrials model
 - Support involvement of and review by the following advisory committees for the relevant program 7 projects:
 - VCCC Joint SPP Oversight and Review Committee
 - VCCC Cancer Research Advisory Committee (CRAC)
 - VCCC Cancer Education and Training Advisory Committee (CETAC)
 - VCCC Cancer Consumer Advisory Committee (CCAC)
 - Facilitate relevant data integration activities with key regional partners
 - Ensure inclusion of consumers early in project development and throughout the project cycle to leverage valuable perspective and input

Business Development

- Contribute to the business development strategy of VCCC regional programming by identifying opportunities for new business relationships, grants, tenders and leverage funding and business cases

Collaboration and Communication

- Collaborate with subject matter experts, the education and training team, and external consultants to develop and deliver educational content and activities related to Program 7, in particular Teletrials along with and other relevant areas
- Ensure the identified key needs in Regional Oncology Program 7 are disseminated with relevant colleagues and to other distributed leaders across the VCCC alliance
- Support mechanisms and communication channels to ensure a connection between Regional Oncology and other VCCC programs
- Work collaboratively with the Communications team to develop high quality material and presentations to communicate and promote program activities and benefits
- Collaborate with the Consumer Involvement Manager to support the development of a consumer inclusion strategy, monitor metrics and report on relevant program outcomes.
- Work within VCCC policies and procedures and assist with other tasks as reasonably required.

Special Requirements

- VCCC and the hospital building we work within is a smoke-free environment. All employees are expected to respect this policy to the fullest degree and with a very mindful approach.
- Maintain a valid Right to Work in Australia.
- Satisfactory completion of National Police Check. In some cases, a Qualifications Check may be required and will be advised prior to appointment.



Key Selection Criteria

Experience

Essential

- Demonstrated clinical trial/clinical research experience
- Understanding of the clinical trial system in Australia, with experience in and/or knowledge of clinical trial operations, governance and regulatory requirements
- Demonstrated experience managing collaborative relationships and groups with senior academics, clinicians and researchers and other senior stakeholders
- Proven project management experience, including working with and applying project management frameworks and methodologies, such as quality planning, risk management, communications, scheduling and budgeting
- Experience in applying project evaluation methodologies.
- Demonstrated experience coordinating stakeholder meetings and events both face-to-face and online including developing agendas, minutes etc
- Demonstrated experience working independently, and as a part of a team to an agreed strategic direction

Desirable

- Experience in conducting systematic literature searches and reviewing information to inform relevant projects.
- An understanding of the healthcare system and cancer care/treatment pathways
- Some experience in program management benefits evaluation
- A strong understanding of the needs and specific challenges associated with delivering clinical or healthcare programs in regional or rural Victoria would be highly desirable
- An understanding of the teletrials model
- Experience initiating or delivering a teletrial(s) would be highly regarded

Expertise

- Outstanding interpersonal skills including the ability to effectively liaise and engage with staff, key stakeholders and collaborative groups.
- Well-developed skills in evidence synthesis, critical analysis and interpretation of evidence and data, with high attention to detail
- Self-organisational skills, ability to prioritise and efficiently manage time and deliver on multiple projects with conflicting timeframes in a matrix structure.
- A high level of self-motivation, initiative, creativity, strategic thinking and the ability to develop innovative solutions.
- Excellent oral and written communication skills, along with professional evaluative report writing skills.

Qualifications

- Tertiary and postgraduate qualification in a relevant discipline such as project management, health service management, clinical care, science or research.

The Person

- Shares information and ideas, welcomes alternatives, and taps into relevant people and resources to develop solutions to resolve problems and overcome potential barriers
- Persuasive, with the ability to positively influence others and build consensus

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- Comfortable in taking the initiative and exercising judgement with diplomacy and sensitivity in resolving matters as they arise
 - Innovative and adaptable in the face of changing organisational priorities and ambiguous environments
 - Calm in dealing with time demands, incomplete information or unexpected events
 - A self-aware leader who is experienced in coaching others to be successful and who is honest in providing feedback and sharing knowledge generously.

Equity and Inclusion:

The Victorian Comprehensive Cancer Centre (VCCC) is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation.

The VCCC makes decisions on employment, engagement, promotion and reward on the basis of merit. We are committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, contractors, appointees, secondees, volunteers and partners with a safe, respectful and rewarding environment. This commitment is set out in more detail in the VCCC Equal Opportunity Policy and Bullying Prevention Policy.

Term: To 30 June 2024. The tenure of this role is linked to VCCC Strategic Plan. Potential opportunities for appointment beyond Mid-2024 will be dependent on renewed funding and operational requirements.