

Position Description

Head of Quality & Strategic Initiatives



Position Title:	Head of Quality and Strategic Initiatives Co-Head Collective Impact portfolio		
Reports To:	Direct	Executive Director	
	Indirect	N/A	
Direct Reports:	<ul style="list-style-type: none"> • Manager, Consumer Involvement • Health Equity Manager • Evaluation Manager • Project Management Officer • Database and Analytics Manager (shared) • Communications and Project Assistant (shared) • Other roles as required, including consultant(s), for metrics-related requirements 		
Position Type:	Full-time or Part-time 0.8FTE - Maximum Term Contract	Location:	305 Grattan Street, Melbourne (working from home as required during the COVID-19 pandemic)
Key Relationships:	Internal	<ul style="list-style-type: none"> • Executive Director • Head of Community and Communications (Co-Head Collective Impact Portfolio) • VCCC Alliance Portfolio Heads • VCCC Alliance Program Managers • Cancer Consumer Advisory Committee (CCAC) • Joint Strategic Program Plan Oversight Committee • Director of Finance & Corporate Services • Head of People & Culture • VCCC Board members, Alliance Chair and Deputy Chair • Program steering group members • Clinicians, researchers and educators across the VCCC Alliance members 	
	External	<ul style="list-style-type: none"> • Victorian Department of Health and Victorian Cancer Agency • Key affiliates and groups such as Cancer Council Victoria, Monash Partners Comprehensive Cancer Consortium (MPCCC), Melbourne Academic Centre for Health, Integrated Cancer Services, Regional Cancer Services and Cancer Trials Australia. 	

POSITION PURPOSE

The major areas of focus for the Head of Quality and Strategic Initiatives are organisational strategic planning and evaluation, business development, and operational program quality. The role also co-leads the newly established VCCC Alliance Collective Impact Portfolio with the Head of Communications and Community.



The focus of the role is twofold:

1. Lead the Quality and Strategic Initiatives team to manage organisation-wide initiatives in strategic planning, consumer engagement, health equity, program evaluation, and continuous improvement of project management systems;
2. Co-lead the Collective Impact Portfolio to steward the Collective Impact framework and support understanding that will assist implementation across the organisation.

The position reports to the Executive Director as a member of the VCCC Alliance Senior Leadership Team, guided by advisory committees and the Board of Directors who represent each of our 10 alliance members. Under the guidance of the Executive Director, the role of the Head of Quality and Strategic Initiatives encompasses five main areas of responsibility:

- *Strategic initiatives:* Support the Executive Director, Senior Leadership Team and alliance and external stakeholders in the definition of scope and viability of key strategic initiatives to support the organisation to meet its strategic objectives
- *Program management quality:* Define, communicate, and oversee the maintenance of quality and standards of project and program development and delivery across the VCCC Alliance, including fit-for-purpose reporting on and evaluation of change outcomes that are a direct (or indirect) result of program activities
- *Evaluation:* Oversee and support the coordination of strategically aligned evaluation processes to measure the change we predict will occur over time because of program activities and to assess the work required to collect relevant data that links program activities to improved patient outcomes
- *Consumer engagement and health equity:* Work to embed best practice principles of consumer engagement/involvement and health equity in everything the VCCC Alliance does
- *Leadership:* Work collaboratively and strategically with the VCCC Senior Leadership Team and Leadership Team and be accountable to the team for key responsible areas of work.

ORGANISATIONAL CONTEXT

Vision

The vision for the Victorian Comprehensive Cancer Centre Alliance (VCCC Alliance) 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 structured 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 Alliance'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 Alliance has a 3.5-year agreement to June 2024 with the Department of Health to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Program Plan.



Our Team

We are a tight-knit team of staff who form the backbone of the VCCC Alliance, working to facilitate the potential of collective impact across the alliance and beyond.

Collective Impact is a disciplined, multi-dimensional approach to solving complex social, health and environmental issues on a large scale. The collaborations that underpin it reflect 'how' we work as a team to co-design initiatives and then provide necessary support to enable the alliance to achieve shared goals for systems-level change. As a part of this, we agree on how to regularly measure progress, to not only communicate headway but to also allow for continuous learning and improvement.

Our team fosters and coordinates 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 Alliance, 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 people affected by cancer.

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:

Strategic initiatives

- Lead intensive collaborative approaches to the development of strategic planning, business case development and new strategic initiatives
- Work with the Senior Leadership Team and distributed leadership group to identify and progress key strategic initiatives that will support the organisation meet its strategic goals and objectives
- In collaboration with the Co-Head of the Collective Impact Portfolio, continue to define the vision, objectives, and key priorities of the Collective Impact portfolio to support Collective Impact at both the programmatic and whole of organisation level

Program Management Quality & Evaluation:

- Lead the development, implementation, and continuous improvement of project management systems, processes and practices to support optimal program delivery, ensuring appropriate training is provided where required
- Provide guidance and coordinate timely reports on program measures and outcomes for the Board, Board committees, Victoria Cancer Agency and other government departments where required to enable the VCCC Alliance to meet its contractual and other reporting obligations
- Manage the development and implementation of the VCCC Alliance evaluation and benefit management framework to meet stakeholder requirements, ensuring program evaluation and benefit management become business as usual for the organisation



Consumer Engagement and Health Equity:

- Oversee the ongoing development and implementation of the VCCC Consumer Engagement Action Plan to embed the consumer voice in everything the alliance does
- Provide strategic guidance to the Cancer Consumer Advisory Committee, reporting on key activities to relevant stakeholders when appropriate
- Oversee the development and implementation of the Health Equity Program to build capability and capacity across the VCCC Alliance and beyond to improve equity in cancer outcomes

Leadership:

- As member of the Senior Leadership Team, contribute to reporting and strategy review and generally collaborating in and supporting the daily operations of the VCCC Alliance
- Assist the Executive Director, VCCC Alliance committees, and the Board with negotiation of funding contracts and/or variations and development of new contracts/programs of work, business cases and grant applications
- Support the team in building and strengthening strategic relationships with key service providers and stakeholders, including member organisations and the Victorian Department of Health
- Lead, advocate and ensure a culture of inclusiveness for consumers as key stakeholders
- Provide team leadership, coaching and guidance for members of the Quality and Strategic Initiatives team
- Participate in Performance Planning and Development Review processes, setting objectives, providing regular feedback and coaching program and other support staff
- Contribute to internal management and staff meetings, leading by example, sharing knowledge and expertise and looking to improve and innovate at every opportunity
- Work within VCCC Alliance policies, procedures and governance structures.
- Assist with or take on other relevant duties to support colleagues and initiatives as reasonably required.

Special Requirements

- The 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

SELECTION CRITERIA

Experience:

- Previous experience working in a hospital, not-for-profit, medical research institute, academic health environment, within a cancer agency or similar relevant organisation
- Proven senior project and program management experience, including working with and applying project management frameworks and methodologies, such as quality planning, risk management, communications, scheduling, budgeting and evaluation
- Experience in leading the development of effective program evaluation frameworks and overseeing the development of benefits reporting
- Experience working on large, complex, multi-stream programs, with the ability to step back and help others deliver successfully by removing complexity and unnecessary bureaucracy

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- Experience identifying strategic opportunities and successfully developing business cases, grant applications and other funding strategies
 - Experience managing collaborative relationships with a wide range of stakeholders including: senior academics; clinicians and researchers; consumers; Aboriginal and Torres Strait Islander peoples/representatives; people from Culturally and Linguistically Diverse groups; senior stakeholders in industry, government and philanthropy
 - Experience working with and presenting to government ministers and departments

Skills:

- Proven ability to apply objectivity and critically assess strategic alignment and operational quality, with the ability advise on and lead change with a high level of emotional intelligence
- Persuasive and diplomatic with strong stakeholder management skills
- Outstanding interpersonal skills, including the ability to effectively liaise and engage with staff, key stakeholders and collaborative groups
- Excellent written ability – experienced in writing reports, board papers and the like
- Strong organisational skills, with the proven ability to prioritise self and lead others in alignment with strategic objectives
- Ability to collect and assimilate data and information from multiple streams and present cohesively
- Proficiency in Microsoft Office suite and remote communication tools such as Zoom.

Qualifications:

- Tertiary qualification in a scientific or health discipline or a clinical qualification, preferably a relevant postgraduate qualification, or significant senior strategic management experience in a health setting.

The Person:

- Strategic thinker who is able to see the bigger picture while helping operationalise strategic objectives
- Builds strong relationships – excellent interpersonal skills with experience in effectively managing the requirements of multiple stakeholders, both internal and external
- Persuasive, with the ability to lead and positively influence others, remove obstacles and build consensus
- A self-aware and thoughtful leader who is experienced in coaching others to be successful and who is honest in providing feedback and sharing knowledge generously.
- Comfortable in taking the initiative and exercising critical judgement with diplomacy and sensitivity in resolving matters as they arise
- Consistently follows through on commitments - has a high level of discretion, diplomacy and personal integrity
- Consciously considers equitable approaches to cancer care to include and address the needs of vulnerable groups
- Innovative and adaptable in the face of changing organisational priorities and ambiguous environments
- A self-starter with the proven ability to work and deliver on multiple projects, by prioritising conflicting timeframes and leading others to do the same

EQUITY & INCLUSION:



The Victorian Comprehensive Cancer Centre Alliance (VCCC Alliance) 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 Alliance 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, volunteers and partners with a safe, respectful and rewarding environment. This commitment is set out in more detail in the VCCC Alliance Equal Opportunity Policy and Bullying Prevention Policy. All staff and contractors are required to comply with organisational policies.

TERM:

The tenure of this role is linked to VCCC Alliance Strategic Programs Plan. Potential opportunities for appointment beyond **30 June 2024** will be dependent on renewed funding and operational requirements.
