

Position Description

Program Manager, Leadership Development



Position Title:	Program Manager, Leadership Development		
Reports To:	Direct	Associate Head of Education	
	Indirect	Head of Education	
Direct Reports:	N/A		
Position Type:	Part time FTE 0.8, Maximum Term	Location:	305 Grattan Street, Melbourne (working from home during the COVID-19 pandemic)
Key Relationships:	Internal	<ul style="list-style-type: none"> • Head of Education • Education Team • Program Manager, Nurse-Led Research • Communications Team • VCCC Alliance Program Managers • VCCC Alliance Board Committees – including Cancer Education & Training Advisory Committee (CETAC), Cancer Research Advisory Committee (CRAC) and Consumer Cancer Advisory Committee (CCAC) • Head of Research • Program Managers, Distributed Leadership • Program Steering Group members • University of Melbourne stakeholders 	
	External	<ul style="list-style-type: none"> • Clinicians, researchers and consumers across the VCCC Alliance, Partners and beyond 	


POSITION CONTEXT

This position is responsible for the program management of Program 9 of the VCCC Alliance Strategic Program Plan 2021-2024 (SPP) - *Develop leadership skills and empowerment of researchers, clinicians and consumers (short title - Leading for Impact)*. The program aims to build a diverse, equitable and exceptional leadership development program across the cancer sector that creates empowerment, unity, knowledge transfer engendering cultural change, and improves patient outcomes and experience.

POSITION PURPOSE

Generally, the role of the Program Manager, Leadership Development is accountable for overseeing and managing allocated programs of work within the VCCC Alliance project management framework and in line with best practice project management principles.

Specifically, this role will work closely with the program 9 Steering Group and Co-Chairs to drive, develop, implement and report on the *Leading for Impact* Program, as per the broad scope outlined in the VCCC Alliance SPP and the more detailed project plan and defined deliverables, to be further developed. The role will be working collaboratively with alliance partners and multiple cohorts within the cancer health workforce to build



a community of practice for leadership development. This will involve developing and progressing the following projects within the broader program:

- Developing a leadership course and other learning experiences such as microlearning, online modules and webinars to create cultural transformation for unified collaboration

- Connecting collaborators: researchers, clinicians and consumers

- Creating a conduit between the leadership program and Nurse-Led Research Hub

- Establishing the Leadership Academy.

The incumbent may additionally or alternatively be allocated to other programs of work, dependent on business and funding requirements, and as reasonable within the individual's capability and capacity.

The position requires a proactive and highly motivated individual who can establish strong relationships to guide and support program implementation. During implementation, consideration will also be given to such factors as potential leverage opportunities, other funding sources and sustainability. Discernible metric-driven performance outcomes will be identified through an evaluation framework.

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 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 Alliance's multi-site, multidisciplinary 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 Plan.

Our Team

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

The Program Manager, Leadership Development will be responsible for the following activities:

Program Management

- Utilise the VCCC Alliance Project Management Framework to support the successful implementation of program activities and achievement of goals and objectives in collaboration with the Program Steering Group including program planning, risk management and reporting
- Assist in the management of program budgets and track and report on discretionary expenditure
- Gather and synthesise evidence to understand best practice and incorporate into program design, where relevant, to ensure application of sound evidence-based strategies
- Consult and liaise with VCCC Alliance members, steering groups, Chairs and consumers and engage with other key stakeholders as appropriate to support and achieve program milestones and objectives
- Ensure inclusion of consumers early in program development and throughout the program cycle to leverage valuable perspective and input
- Consult with key stakeholders within the key project areas to identify educational needs, and working collaboratively with the Education and Training team to develop and deliver high quality targeted educational activities and materials to address these needs
- Coordinate workshops, meetings, events and teleconferences pertaining to the program
- Work collaboratively with VCCC Alliance colleagues to:
 - develop high-quality educational material that may pertain to the program
 - develop high-quality material to communicate and promote program activities and achievements
 - support and assist with broader strategic program objectives to benefit from cross-functional learnings and shared problem solving
- Prepare quality communications material, reports and presentations to support the program planning, implementation and evaluation requirements
- Utilise the VCCC Alliance Project Evaluation Framework to support development of a program logic model, measures of success and upon program completion undertake a rigorous program evaluation
- Manage and support all direct and indirect reports.



Leadership and collaboration

- Provide guidance and relevant information to support team members and provide role and goal clarity
- Identify opportunities for leveraged funding and supporting funding application where required
- Collaborate with the Manager, Consumer Involvement to support the development of a consumer inclusion strategy, monitor metrics and report on relevant program outcomes
- Provide team members with relevant and regular progress feedback along with coaching and developmental guidance to support individual growth
- Share information across VCCC Alliance strategic programs thoughtfully, working cross-functionally with team members and stakeholders alike to ensure the most effective outcomes
- Contribute to internal meetings, leading by example, sharing updates, knowledge and expertise and looking to improve and innovate at every opportunity

Educational delivery

- Assist in setting strategies across the VCCC Alliance education products and course portfolio that leverage effective, innovative, and fit-for-purpose design principles. Identify opportunities for leveraged funding and supporting funding applications where required
- Contribute to the innovation and development of VCCC Alliance educational offerings by (a) monitoring demand trends to inform content and course development strategy, and (b) monitoring evaluation and implementation of new program initiatives
- Work with internal and external stakeholders to source and/or create programs / courses / content / assessment tools that deliver on targeted learning outcomes, within agreed timeframes and quality parameters, and on budget
- Manage partnerships and ensure the content, courses and/or experiences are aligned to the agreed objectives and requirements in conjunction with the education team.

General

- Shares information and works collaboratively and collegiately with all VCCC Alliance staff, stakeholders and committees
- Work in accordance with VCCC Alliance policies and procedures, following reasonable directions
- Participate in the VCCC Alliance Performance Planning and Development Review processes
- Assist with or take on other relevant duties to support the VCCC Alliance team as reasonably required.


Special Requirements

- VCCC Alliance 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

- Experience as an educator with health care experience in developing and implementing leadership or professional development focused programs / courses

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- Significant experience effectively engaging and managing the requirements of a wide range of stakeholders including senior academics, clinicians and researchers and stakeholders in industry and philanthropy
 - Proven project management experience, including working with and applying project management frameworks and methodologies, such as quality planning, risk management, communications, scheduling and budgeting
 - High level of organisational skills with a demonstrated ability to work and deliver on multiple projects with conflicting timeframes in a matrix structure
 - Background experience and understanding of the complexities working within the healthcare system and/or cancer care.
 - Experience in the management of content development, delivery, promotion and evaluation of educational activities

Expertise

- Excellent understanding of program management frameworks and methodologies, with enough experience and skill to adjust processes to problem solve and remove unnecessary complexity
- Outstanding interpersonal skills including the ability to build strong working relationships through effective liaison and engagement with colleagues, key stakeholders and collaborative groups
- Excellent written and oral communication and presentation skills
- High-level skills in critical analysis and interpretation of evidence and data toward the development and evaluation of program deliverables
- An understanding of the healthcare system or cancer care.

Desirable

- Experience in conducting systematic literature searches, needs analysis and environmental scans and reviewing information to inform relevant projects
- Experience in e-learning educational content development, moderation and facilitation.

Qualifications

- Tertiary degree (or postgraduate qualification) in a relevant discipline such public health, science, research or education and/or extensive relevant work experience

The Person

- Skilled in building strong and sustainable relationships to build consensus and achieve stronger results together
- Shares information 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
- Calm in dealing with time demands, incomplete information or unexpected events
- Takes responsibility for quality outcomes and learns from unsuccessful endeavours

Equity and Inclusion:

The 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.

Decisions on employment, engagement, promotion and reward are made 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 Alliance Equal Opportunity Policy and Bullying Prevention Policy.

Term: March **2022** to 30 June 2024. The tenure of this role is linked to the VCCC Alliance Strategic Plan. Potential opportunities for appointment beyond mid-2024 will be dependent on renewed funding and operational requirements.