

Position Description

Education Program Coordinator




Position Title:	Education Program Coordinator (<i>parental leave cover</i>)		
Reports To:	Direct	Associate Head of Education	
	Indirect	Head of Education	
Direct Reports:	NA		
Position Type:	0.8 FTE Maximum Term, Parental Leave Contract		Location: 305 Grattan Street, Melbourne and/or working from home
Key Relationships:	Internal	<ul style="list-style-type: none"> VCCC Alliance Education Team Collective Impact Team VCCC Alliance Program Managers, particularly Program Mangers Distributed Leadership VCCC Alliance Board Committees – including Cancer Education & Training Advisory Committee (CETAC), Cancer Research Advisory Committee (CRAC) and Consumer Cancer Advisory Committee (CCAC) VCCC Alliance Portfolio Heads Program Steering Group members University of Melbourne – Melbourne School of Professional and Continuing Education (MSPACE), Faculty of Medicine, Dentistry and Health Sciences (MDHS), Melbourne Medical School and Melbourne Business School Clinicians, Researchers and Educators across the VCCC alliance 	
	External	<ul style="list-style-type: none"> Education providers - Melbourne Business School etc. Services providers such as venues, catering etc. Picchi Brothers Foundation 	

POSITION PURPOSE

The Education Program Coordinator is primarily responsible for coordinating the core educational activities of the VCCC Alliance. Under the direction of the Associate Head of Education and Head of Education, and in close collaboration with VCCC Alliance Education and Communications teams, this role will support and administer stand-alone and collaborative education programs and activities as well as provide secretariat support to the VCCC Alliance Cancer Education and Training Advisory Committee (CETAC).

The successful delivery of educational programs will be achieved by the Education Program Coordinator working closely with Alliance colleagues to understand the educational requirements of their programs and the timing



of those requirements and then working collaboratively with the Education team and stakeholders to scope, prioritise and coordinate the development of required educational initiatives. This will include working collaboratively with a variety of stakeholders from within the ten VCCC alliance members, including those sitting on VCCC Alliance Committees, along with relevant external stakeholders. The Education Program Coordinator will play a crucial role in the support of these groups and collaborations and will act as a central contact point to facilitate, prioritise and communicate educational activities, in close liaison with team members.

ORGANISATIONAL CONTEXT

Vision

The vision for the Victorian Comprehensive Cancer Centre (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, 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

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 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 codesign 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 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 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 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 Education Program Coordinator will be responsible for the following activities:

Program Coordination

- Coordinate workshops, meetings, events, symposia, awards, conferences, and webinars pertaining to the educational programs developed out of Strategic Program Plan (SPP) including all administration, liaison, technical support, data management, website management, and video editing and upload.
- With the support of the Associate Head of Education, plan and prioritise educational administrative and coordination activities in close liaison with program managers and the Education team, including the Events & Communications Coordinator who manages the schedule of organisational events, including training.
- Work collaboratively with the VCCC Alliance Communications Team to develop high quality material and presentations to communicate and promote program activities and benefits.
- Communicate updates and progress with relevant members of the VCCC Alliance team and stakeholders, as relevant

Educational Content and Delivery

- Liaise and consult across VCCC Alliance partners and engage with other key stakeholders to support the objectives of the VCCC Alliance Education team and the objectives of the program of work they contribute to. With guidance from the Associate Head of Education, apply the VCCC Alliance Project Evaluation Framework to support development of a program logic model, measures of success and upon program completion, program evaluations that feed into quality improvement processes.
- Coordinate and maintain the VCCC Alliance Education and Training Hub.

Secretariat responsibilities

- Provide secretariat support, including formulating agendas, minutes, and meeting arrangements, for the Cancer Education and Training Advisory Committee, working with the Chair and Deputy Chair, Head of Education and Associate Head of Education.
- Coordinate the internal VCCC Alliance education weekly team meetings by formulating agendas and arranging guest speakers in liaison with the team.
- Provide the education update at the VCCC Alliance staff meeting weekly from time to time.
- Ensure all education engagement data is accurate and up to date and manipulate that data to meet the requirement of internal and external reporting purposes.



General

- Share information and work 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
- Contribute to VCCC Alliance internal staff meetings, leading by example, sharing knowledge and expertise, and looking to improve and innovate at every opportunity.

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 in the timely delivery of educational programs, webinars and presentations, administrative tasks and milestones
- Experience organising, implementing, and evaluating educational events.
- Experience working collaboratively to deliver educational programs, utilising internal and external content expertise.
- Experience in providing secretariat support to groups or committees (eg. setting up meetings, agendas, minutes, etc).
- Experience in both in-person and e-learning educational delivery, including zoom & webinars, audio visual and event management.

Expertise

- Excellent oral and written communication skills.
- Proven organisational ability with the ability to work and deliver on multiple projects with conflicting timeframes in a matrix structure.
- Experience writing reports, briefs, and other written communications for a range of audiences.
- A flexible approach to task management.
- Proficient in the use of Microsoft Office Suite (including PowerPoint), survey monkey, and audio-visual tools including zoom, creating webinars and hybrid events
- Proven ability to work autonomously, while also willing and able to work collaboratively within a team of both internal staff and external stakeholders.

Desirable

- A level of skill in eLearning tools such as Visme, Vyond and Articulate is highly desirable
- Experience in conducting systematic literature searches, needs analysis and environmental scans and reviewing information to inform relevant projects.
- Experience working within the health sector or related area, ideally in cancer research, biomedical or cancer healthcare setting

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- Experience in using and managing a learning management system e.g. canvas

Qualifications

- Tertiary degree (or postgraduate qualification) in a relevant discipline such education, public health, science, research, 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
- Comfortable in taking the initiative and exercising judgement in resolving matters as they arise

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.

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, 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: The tenure of this position will be for 12 months as a parental-leave cover for the current incumbent, to approximately late May 2023 with some flexibility dependent on the incumbent's potential parental leave requests. Any necessary changes will be communicated and mutually agreed.