

# Position Description

## Project Officer



<b>Position Title:</b>	<b>Project Officer, Clinical Trial Innovation</b>		
<b>Reports To:</b>	Direct	Senior Manager, Clinical Research	
<b>Direct or Indirect Reports:</b>	Program 4 project support role(s) based within the alliance, as required		
<b>Position Type:</b>	Part time 0.8FTE Maximum Term to 30 June 2024	<b>Location:</b>	305 Grattan Street, Melbourne (and working from home as agreed or as required particularly during the COVID-19 pandemic)
<b>Key Relationships:</b>	Internal	<ul style="list-style-type: none"> <li>• Head of Research</li> <li>• Research Team</li> <li>• Collective Impact Team</li> <li>• Research Programs Coordinator</li> <li>• Head of Education</li> <li>• Education Team</li> <li>• Corporate Services Team</li> <li>• Program Managers</li> </ul>	
	Member Stakeholders	<ul style="list-style-type: none"> <li>• Joint SPP Review and Oversight Committee</li> <li>• Cancer Research Advisory Committee (CRAC), Cancer Education and Training Advisory Committee (CETAC) and Cancer Consumer Advisory Committee (CCAC)</li> <li>• Program Steering Groups and Working Groups</li> <li>• Clinicians, educators and researchers across the VCCC Alliance</li> <li>• VCCC Alliance Research and Education Leads</li> <li>• VCCC Alliance Regional Oncology Leads</li> </ul>	
	External	<ul style="list-style-type: none"> <li>• Regional cancer centres, Heads/Directors of Clinical Trial Units, Research Offices and Clinical Trial Unit Managers including the 10 VCCC alliance members</li> <li>• Key personnel from Clinical Trials Groups including CT:IQ, ACTA, the ReVitalise network, and other relevant stakeholder groups</li> <li>• Relevant pharmaceutical and biotechnology companies and industry groups</li> <li>• Relevant government departments eg., Department of Jobs, Precincts and Regions (DJPR) and Department of Health (DoH)</li> </ul>	



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## 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 VCCC Alliance under the Strategic Goal: *Pursue equity in access of cancer care and outcomes for all Victorians affected by cancer*. The VCCC Alliance's Strategic Program Plan 2020-2024 (SPP) is investing \$1.343M over 3.5 years to support Program 4 (Clinical Trial Innovation); *Drive an innovative, high-performance clinical trial sector through capacity building*, which aims to strengthen clinical trial participation through the adoption and conduct of new clinical trial methods and support clinical trial units through harmonisation.

## POSITION PURPOSE

The Project Officer, Clinical Trial Innovation will be responsible for coordinating the implementation of projects within the VCCC Alliance SPP Program 4: *Drive an innovative high-performance clinical trial sector through capacity building* (known internally as the *Clinical Trial Innovation* program). This program has the dual aims of:

1. Strengthening clinical trial participation through the adoption and conduct of new clinical trial methodologies, and
2. Supporting high performance clinical trial units through harmonising performance.

The role of Project Officer, Clinical Trial Innovation will work closely with the Senior Manager, Clinical Research and key stakeholders from within the VCCC alliance and with internal colleagues to prioritise and drive the execution of multiple complimentary projects within the Clinical Trial Innovation program, including:

- Project 4.1 - Expansion of registry trials to improve clinical trial participation
- Project 4.2 - Expand or develop new methodologies to improve clinical trial participation
- Project 4.3 - Enhance Business Capability and
- Project 4.4 - Enhance Business Capability projects

The program, collectively, has the overarching goal of increasing the number of patients with cancer who enrol on clinical trials and accelerating innovation in the clinical trial sector for the benefit of patients. There are specific deliverables already defined for these projects, but it is expected the deliverable within this program of work may shift over time to meet the objectives of the VCCC Alliance and the member and partners we work to support and enable.

The Project Officer will be responsible for creating and maintaining relationships with key stakeholders, including consumers, coordinating delivery of research and educational programs related to clinical trials to clinicians, clinical trials unit staff (including managers) across the VCCC Alliance. A key responsibility of the role will also be proactive communication with internal colleagues to ensure early and clear planning of education initiatives that may arise out of the program, planning events, contracting requirements, marketing and other activities that require the input and expertise from other teams.

The role will be expected to contribute to and administer project planning processes, meeting agendas, highlight reporting, and generally contribute to continuous process improvement and other administrative duties associated with the coordination of collaborative projects.


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## ORGANISATIONAL CONTEXT

### Vision

The vision for the 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



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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 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 with member organisations. 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 actions and 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 the 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*

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### **Main Responsibilities**

In collaboration with and under the direction of the Senior Manager, Clinical Research facilitate engagement and actively support programs of work across the VCCC Alliance Strategic Plan:

#### **Program Support and delivery**

- Liaise with Program Chairs, steering groups and working groups, along with other key stakeholders to provide project support, communication and coordinate requirements under the guidance of the Senior Manager, Clinical Research
- Organise and attend key stakeholder meetings, support the administration of agendas and



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minutes, and follow up on meeting minutes and actions as required


- Identify and initiate any strategic project opportunities that may arise as projects progress
- Ensure proactive, early and regular communication with internal teams and colleagues who may be required to provide resources, input and expertise to the development and implementation of project deliverable, such as educational initiatives, events, communication, contracting, evaluation reporting and so forth
- Track and communicate project related milestones, deliverables and key requirements across the projects to ensure projects stay on track
- Contribute to the evaluation of and reporting on projects in liaison with the Evaluation Manager and PMO
- Involve VCCC Alliance cancer consumer representatives for the benefit of informing project development, including the development of educational material
- Work with flexibility and with agility to adjust to the evolving requirements of projects as they mature to ensure priorities are met and milestones delivered.

### **Program Administration**

- Provide administrative support for the prioritised coordination and ongoing development of project plans across the Clinical Trial Innovation program, in collaboration with the Program Steering Group, Senior Manager Clinical Research, Project Working Groups, the Head of Research and relevant colleagues
- Contribute to the development and implementation of appropriate frameworks and metrics to assess the progress and success of projects against their goals and agreed milestones
- Coordinate a variety of administrative processes including email communication, maintaining contact lists and files, developing and distributing agendas and minutes, document management and other general administration as required by the projects
- Coordinate workshops, meetings, events (online or in person) including participant registration, and with the early involvement of the Events Coordinator as relevant
- Support the development and implementation of a potential new mentoring project for clinical trial unit staff
- Co-ordinate post-event evaluation, including feedback questionnaires or surveys
- Contribute to the collection and evaluation of data to inform project needs analysis, such as online surveys to targeted audiences
- Work with Research Program Coordinator and Communications Coordinator to manage and maintain the key stakeholder Database
- Work with the Senior Manager Clinical Research to monitor project milestones, risks, timelines and budget
- As a part of reporting and progress review obligations, contribute to consultative review of relevant program 4 projects and agreed milestones by the following advisory committees:
  - VCCC Alliance Joint SPP Oversight and Review Committee (JROC)
  - VCCC Alliance Cancer Research Advisory Committee (CRAC)
  - VCCC Alliance Cancer Education and Training Advisory Committee (CETAC)
  - VCCC Alliance Cancer Consumer Advisory Committee (CCAC)
- Contribute to the quality and continual improvement of internal project management and business processes, e.g. templates, file structures, process mapping, risk management, evaluation and reporting

### **General**

- Work collaboratively with VCCC Alliance colleagues to:

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- 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
  - Share information and knowledge and work collegiately with all colleagues, stakeholders and committees
- Promote and foster harmonized culture across the VCCC Alliance sites and partners (including regional partners)
  - Contribute to internal meetings, sharing updates and opportunities
  - Work in accordance with VCCC Alliance policies and procedures, following reasonable directions
  - Work in a safe and respectful manner and call out inappropriate conduct
  - Participate in the VCCC Alliance Performance Planning and Development Review processes proactively and constructively
  - Assist with or take on other relevant duties to support colleagues and initiatives 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
- Proof of COVID-19 triple vaccination, unless exempt
- 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

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#### **KEY SELECTION CRITERIA:**

##### **Experience and Expertise**

- Demonstrated clinical trial/clinical research experience, working in health research projects or in a similar Project Officer capacity
- Experienced in the use of project management frameworks, including tracking milestones, risks and timelines and evaluation with the ability to work with agility to meet evolving project needs
- Understanding of the clinical trial system in Australia, with experience in and/or knowledge of clinical trial operations, governance and regulatory requirements, ethics and approval processes
- Comfortable and experienced in managing collaborative relationships and working groups with senior academics, clinicians and researchers and other senior stakeholders, along with consumers and other populations
- Administrative experience including the coordination of meetings, agendas and events – hybrid meeting experience an advantage
- Excellent written and oral communication skills appropriate for a range of audiences
- Solid understanding of project management frameworks and methodologies, with enough experience and skill to adjust processes to problem solve and remove unnecessary complexity

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- Skilled in managing own and others time, with a proven ability to prioritise tasks to manage project requirements and changes
  - Proficient in the use of Microsoft Office suite

#### **Desirable**

- Skill in using hybrid communication technology such as Zoom, Teams, Slack, Yammer and familiarity with using meeting AV equipment an advantage

#### **Qualifications**

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

#### **The Person**

- Proven ability to work independently, while working considerately as a part of a team toward an agreed strategic direction
- Skilled in building strong and sustainable relationships to build consensus and achieve stronger results together
- 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
- 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 priorities and ambiguous environments
- Calm in dealing with time demands, incomplete information or unexpected events

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#### **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, consumers, 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.

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