

Position Description

Senior Manager, Research Implementation


Position Title:	Senior Manager, Research Implementation		
Reports To:	Direct	Head of Research	
	Indirect		
Direct Reports:	<ul style="list-style-type: none"> • 2 x Program Managers, Distributed Leadership • Program Manager, Value-based Healthcare • Other roles as may be relevant to portfolio growth or program requirements 		
Indirect Reports:	<ul style="list-style-type: none"> • Program Manager, Linked Data 		
Position Type:	Full or Part time (0.9FTE), Maximum term	Location:	305 Grattan Street, Melbourne (or working from home during the COVID-19 pandemic)
Key Relationships:	Internal	<ul style="list-style-type: none"> • VCCC Alliance Research & Education Leads • Head of Research • Head of Education • Program Managers • Research Programs Coordinator • Associate Head of Education • Collective Impact Team • Corporate Services and Finance Team • VCCC Alliance Research and Education Leads • Other VCCC Expert Leads and VCCC Distributed Leadership • Joint SPP Oversight and Review Committee (Joint Committee) • Cancer Research Advisory Committee (CRAC) • Cancer Consumer Advisory Committee (CCAC) • Program Steering Groups 	
	External	<ul style="list-style-type: none"> • University of Melbourne Data Hub team • Clinicians, researchers and education/training professionals across the VCCC alliance and partner organisations 	

POSITION CONTEXT

The Senior Manager, Research Implementation will oversee a key part of the Research portfolio and will work with VCCC Alliance Program Managers (PMs) to deliver three important programs of work within the VCCC Alliance Strategic Program Plan 2021 – 2024 (SPP):

- Linked Data (SPP Program 1)
- Value-based Healthcare (SPP Program 5) and
- Distributed Leadership (SPP Program 6)

The role will play a senior role within the Research portfolio team, with intra and inter-program coordination and oversight functions along with line management responsibilities.



The Linked Data program (Program 1) will expand a data-rich discovery platform that will enable more rapid translation of the latest advances in cancer research by increasing the amount, quality and impact of data-driven, patient outcomes-focused research. The program will be managed by a Program Manager based at the University of Melbourne. The Senior Manager, Research Implementation will work with this PM and the University Data Hub team to deliver this program.

The Value-based Healthcare program (Program 5) will contribute to the development of an evidence base for implementing value-based care in Victorian cancer services. Four new models of value-based healthcare in Victorian oncology settings will be tested for proof-of-concept as four distinct projects under the program. The program will be managed by a part time VCCC Alliance PM. The Senior Manager, Research Implementation will work with this PM as well as key stakeholders at the University of Melbourne, Peter MacCallum Cancer Centre and other VCCC Alliance members to deliver this multi-project program of work.

The Distributed Leadership program (Program 6) is an innovative program that seeks to support clinician-scientists appointed as VCCC Alliance Research and Education Leads in key leadership roles, who work to facilitate more rapid translation of research-derived evidence into clinical care through fostering collaboration and enabling professional development of the workforce. Each Lead has developed a 3-year “strategic roadmap” which outlines key activities to be undertaken across Research, Education, Leadership, Advocacy and Knowledge Translation, which they are currently implementing.

The overarching goal for this program is for the VCCC Alliance member organisations to work collectively to optimally integrate research, education/training and clinical care to improve outcomes for cancer patients. The Senior Manager, Research Implementation will work with the VCCC Alliance PMs and a range of key stakeholders to deliver this program as a vehicle to reduce the evidence to practice gap across 10 tumour streams and 2 cross-tumour streams and aims to achieve the following outcomes:

- better leadership and strategic direction to address some of the clinical challenges within each tumour stream including the research, education/training, evidence implementation and engagement/advocacy aspects of the tumour stream
- integration of research, education and clinical aspects of tumour streams, to support optimal patient care
- embedding of international and local research and evidence into clinical practice
- increasing the impact, breadth and depth of research relevant to the tumour stream across the VCCC alliance through promotion of multi-site, multidisciplinary, collaborative research that correlates with research excellence and impact
- adding value to education and training programs that underpin excellence in clinical care and research
- facilitating better use of integrated research and clinical data across VCCC alliance members and partners
- enabling multi-site clinical trials
- embedding the strategic directions and work of the VCCC alliance into member organisations and across Victoria
- Cementing a cohesive distributed leadership group used to working together and across organisations in strategically important areas
- Positioning the VCCC Alliance Research and Education Leads to become the key opinion leaders for their tumour stream/discipline to act as a distributed but cohesive group of clinical champions for change

As part of Program 6, the Senior Manager, Research Implementation will have line management responsibility for two VCCC Alliance Distributed Leadership PMs and responsibility for coordinating the Distributed Leadership program more broadly. The role will also work directly with at least two Research and Education Leads to support the delivery of their 3-year strategic roadmaps.



POSITION PURPOSE

The Senior Manager, Research Implementation will be responsible for providing guidance and support to ensure the planned progress of program objectives and deliverables, monitoring and acting to mitigate risks and overseeing expenditure. The role will provide oversight and leadership to the team, providing goal clarity, coaching and feedback, supporting the team as the SPP programs mature and evolve over time to meet the strategic objectives and obligations of the VCCC Alliance to the members and partners we work to support and enable. The role will assist with the development and operationalisation of new or emerging opportunities including the resourcing and recruitment requirements this may entail.

The Senior Manager, Research Implementation role requires a proactive and highly motivated individual with extensive experience in the health and medical research and/or health services research sectors, with exceptional relationship management skills, who can establish partnerships across several cancer tumour streams, and support and add value.

Working as part of a small and dynamic not for profit organisation, all staff and managers are expected to be comfortable and willing to manage their own administration, with a limited amount of centralised support.

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 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 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.

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 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

Line Management and Leadership

- Lead and support PMs in the delivery of program milestones and objectives to ensure the effective management of program resources, timely expenditure of budget funds, proactive management and mitigation of risks, and contract compliance.
- Lead, manage and support research portfolio team members to ensure identified strategic priorities and program initiatives are delivered to a high standard in alignment with the VCCC Alliance vision and objectives.
- Manage, support and coach direct reports in the planning, development, promotion, delivery, evaluation, reporting and review of programs with key stakeholder and consumer input as relevant.
- Support and guide PMs to ensure programs under your oversight are well planned and on track to deliver to time, budget, and the satisfaction of stakeholders, program Chairs and steering groups.


Program Development and Implementation

- Together with the VCCC Alliance Strategic Leads, contribute to the continuous development and implementation of the overarching goal of the organisation: *To integrate research, education/training and clinical care to improve outcomes for cancer patients across the VCCC alliance partner organisations and beyond.*
- Contribute to the identification of discernible metric-driven performance outcomes through an evaluation framework which will inform individual goals and measures of success.
- Provide advice and support to the Head of Research (and Head of Education where relevant) in the achievement of key deliverables and measures. This may include recommending strategic program initiatives, identifying opportunities, suggesting improvements and escalating emerging risks or issues pertaining to the research portfolio.
- Oversee the development and delivery of Programs 1 - Data Linkage, 5 – Value-based Care and 6 – Distributed Leadership and work to ensure integration and learning opportunities are encouraged and shared.
- Ensure the inclusion of consumers early in the development of program objectives and throughout the program cycle to leverage valuable perspective and input.
- Liaise with the VCCC Alliance Communications team to promote program initiatives to internal and external stakeholders through presentations, reports, articles, social media, web-based notifications, and newsletters.
- Contribute to the development of evaluation KPIs and reporting requirements and Research team meetings and broader communications.

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- Prepare reports for internal and external project management and program reporting purposes (including to the VCCC Alliance Joint Committee and Board Committees and the Victorian Department of Health).

Program Management and Coordination

- Provide leadership, team support, and individual coaching and feedback for PMs to ensure the effective program management of the Linked Data, Value-based Healthcare and Distributed Leadership Programs.
- Provide program management of the Distributed Leadership Program including:
 - Working collaboratively with the Distributed Leadership program team to support the overarching program goals and encourage cross-fertilisation between tumour streams and other cancer themes
 - Coordinating the key deliverables and initiatives across the Distributed Leadership Program to manage resourcing and priorities, supporting team initiatives such as the Distributed Leadership Summit, and facilitating the integration of the Distributed Leadership program with other SPP programs and vice versa
 - Engaging relevant staff within VCCC alliance member organisations and other key stakeholders where appropriate to enable the development and implementation of program goals
 - Conducting evidence synthesis and analysis to provide an evidence base to inform and further program activities
 - Designing and facilitating workshops, meetings, summits, symposia and other research and education events with the VCCC Alliance Education and Training portfolio team to develop and deliver high quality educational material that supports the agreed goals for the relevant tumour stream.
 - Preparing high quality communications material, reports and presentations as required to support program planning, implementation and evaluation.
 - Engaging stakeholders from across the VCCC alliance and beyond where appropriate, to optimise participation in and dissemination of learnings from the program
 - Designing, supporting and participating in Distributed Leadership summits and Steering Group meetings through development of agendas and work plans, and through documenting decisions and outcomes
 - Overseeing and undertaking activity in line with the VCCC Alliance Program Management Framework and ensuring all project management documents and reports are completed in a timely fashion
 - Tracking program and project budgets and ensuring compliance with VCCC Alliance budget requirements
 - Assisting and supporting the team in developing and implementing a program evaluation plan to track key program outputs and outcomes
 - Collaborating with the Consumer Inclusion Manager and Health Equity Manager to support the development of inclusion strategies, monitor metrics and reporting on relevant associated program outcomes
 - Facilitating consumer engagement in the development, implementation and evaluation of the programs to leverage valuable perspective and input
 - Collaborate with the Head of Research, Head of Education and Executive Director to contribute to the leadership of the VCCC Alliance through:
 - engaging and support the Strategic Leads to refine and implement a Strategic Roadmap to reduce the evidence-to-practice gap and improve outcomes for cancer patients
 - supporting cancer tumour stream and cancer themed projects and activities, such as the development of consensus for a VCCC Alliance-wide strategic direction for a collective distributed leadership model, with a focus on creating new networks of expertise that facilitate knowledge transfer and relevant, effective practice change

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- Contribute to critical reporting and evaluation of the Distributed Leadership program to inform the ongoing development of the program and to enable dissemination of the tangible and intangible value of the program and the work of the Leads
 - Identify and facilitate applications for external /leveraged funding opportunities including (but not limited to) MRFF and NHMRC funding.

Research & Education Lead Support

- Work directly with at least two clinician Research and Education Leads (R&E Leads) to support the delivery of their 3-year strategic roadmaps.
- Work closely with the VCCC Contracts & Procurement Manager to ensure the timely completion of R&E Lead contractual requirements.

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.

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 upon appointment


Key Selection Criteria:

Experience

- Demonstrated experience directly managing a team of healthcare professionals
- Demonstrated experience in managing relationships and collaborations, including with senior academics, clinicians and researchers and other senior stakeholders
- Proven experience in the health and medical research and/or health services research sectors with an understanding of:
 - System-level opportunities and barriers for optimal integration of research, education/training and clinical care to improve patient outcomes
 - Mechanisms that govern medical and health services research, professional development of healthcare professionals, clinical trials and the use of clinical and health data for research purposes
- Demonstrated ability to work independently, while also adept at including others and working as a senior member of a team, working in an agreed strategic direction
- Proven track record in facilitating multi-site, multi-disciplinary collaborations for external competitive funding is advantageous
- Strong understanding of program management frameworks and methodologies, with ability and skill to adjust processes to problem solve and remove unnecessary complexity

Expertise

- A skilled manager who actively listens and builds on the strengths and potential of individuals to get the best out of a team

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- Excellent interpersonal skills, with a proven ability to effectively communicate and engage with academics, clinicians, researchers, consumers and collaborative groups
 - A high level of initiative, creativity and innovative thinking with the ability to problem solve and put in place/facilitate innovative solutions
 - High-level skills in evidence synthesis and critical analysis and interpretation of evidence and data
 - Ability to both oversee and to work and deliver on multiple projects and to prioritise conflicting timeframes effectively
 - A high level of maturity, discretion and diplomacy and the ability to exercise sound judgment with sensitivity
 - Excellent oral and written communication skills, including report writing and meeting facilitation
 - Proficient in Microsoft Office

Desirable

- Experience managing complex, multi-faceted projects, with an understanding of program management frameworks and methodologies
- Demonstrated track record in facilitating multi-site, multidisciplinary collaborations for external competitive funding is advantageous
- Experience in implementation science, health services research and program evaluation is highly desirable, particularly for programs designed to induce system change
- An understanding of the primary care setting within Victoria

Qualifications

Post graduate degree, preferably a PhD, in a relevant discipline such as public health, health services research, biological science or clinical research

The Person

- A skilled leader, able to inspire and coach and direct reports and support colleagues
- A persuasive leader who can positively influence others and build consensus by developing strong and sustainable relationships
- An organised and focussed individual, able to reduce complexity, provide clarity and who prides themselves on quality, not perfection
- Shares ideas and knowledge and welcomes alternatives from diverse stakeholders to drive solutions and overcome barriers
- Comfortable in taking the initiative and exercising judgement in resolving matters as they arise
- Innovative and adaptable in the face of changing organisational priorities and ambiguous environments

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:

Tenure of this role is up to 30 June 2024, linked to VCCC Strategic Plan. Potential opportunities for appointment beyond Mid-2024 will be dependent on renewed funding and operational requirements. This role is full time, but may be considered at 0.9 FTE.