

Position Description

Learning Designer



Position Title:	Learning Designer		
Reports To:	Direct	Associate Head of Education	
	Indirect	Head of Education	
Direct Reports:	N/A		
Position Type:	Full time 1.0 FTE, Maximum Term to 30 June 2024	Location:	305 Grattan Street, Melbourne (working from home during the COVID-19 pandemic)
Key Relationships:	Internal	<ul style="list-style-type: none"> • Education Team • Program Manager, Nurse Led Research • eLearning Developer • 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, SMEs. 	

POSITION CONTEXT


Education is an important, core function of the VCCC Alliance, enmeshed in the programs our organisation supports and delivers. Working in collaboration with our VCCC Alliance members, all programs of work incorporate educational elements and outcomes that are developed, run, or overseen by the education portfolio team. The Learning Designer position is a key member of the education portfolio team.

POSITION PURPOSE

The role of Learning Designer is primarily responsible for two major streams of work:

1. The development and implementation of the **Leading for Impact** program; and
2. The review of the **Master of Cancer Sciences** program

The **Leading for Impact** program is formally known as Program 9, “*Develop Leadership Skills and Empowerment of Researchers, Clinicians and Consumers*”, one of the 10 programs of work that make up the VCCC Alliance Strategic Program Plan (SPP). The Learning Designer will work closely with the Steering Group and Co-Chairs of the Program in the co-design of the educational program, as per the broad scope outlined in the VCCC Alliance



SPP and the more detailed project plan and defined deliverables already agreed. The role will be working collaboratively with alliance partners and multiple cohorts within the cancer health workforce to develop a leadership course and other learning experiences such as micro learning, online modules, and webinars to create cultural transformation for unified collaboration in the sector.

For the **Master of Cancer Sciences** program, the incumbent will provide learning design support in conjunction with our partner, the University of Melbourne's, Melbourne School of Professional and Continuing Education (MSPACE) team. The Learning Designer will manage the review and any necessary revision of the 10 subjects of the course, in association with the Course Convenors, Subject Coordinators and subject matter experts, to ensure consistency, relevance, and the most contemporary information and learning design. This process will also quality assure the subjects immediately following delivery and in the process of formal review through student and faculty feedback.

The Learning Designer is also responsible for providing general learning design input and support for other educational offering that may be newly developed or in progress and may be allocated to other programs of work, dependent on business and funding requirements, and as reasonably within the individual's capability and capacity.

The position requires a proactive, flexible and highly motivated individual who can establish strong relationships and guide, organise and support program implementation with an eye to quality educational programming. During implementation, this role will also be required to think outside the program and consider such factors as potential leverage opportunities, content repurposing, 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, 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 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 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. 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

Educational development

- Assist in setting strategies across the VCCC Alliance education programming and course portfolio to ensure programs are both innovative and utilise fit for purpose learning design principles
- Apply contemporary pedagogical insights to teaching practice and development of course content through analysis of learning needs of students, methods of delivery and advances in digital learning tools
- Provide technical and developmental support and training for teaching support staff and subject matter experts. This will enhance their skill and awareness of student-centred learning experiences and appropriate use of information/content and communication technologies (ICTs)
- Maintain own knowledge and awareness of best practice advances in educational and learning design and delivery
- **Master of Cancer Sciences:** Manage the review of the 10 subjects of the Master of Cancer Sciences, working closely with the Course Convenor, Subject Coordinators and subject matter experts, to ensure the subjects are consistent and cohesive, relevant and up to date content
 - Apply contemporary pedagogical insights to teaching practice and development of course content through analysis of learning needs of students and advances in digital learning tools
 - Support the Course and Subject Coordinators to produce high quality, globally applicable, educational materials based on best practice cancer science, care, and pedagogy
- **Leading for Impact program:** Coordinate workshops, meetings, events, and teleconferences pertaining to the Leading for Impact program, designed to drive and meet the goals of the program, in conjunction with the Steering Group Co-Chairs

Leadership and collaboration

- Collaborate with the Manager, Consumer Inclusion to support the development of the consumer inclusion strategy, monitor metrics and report on relevant program outcomes
- Collaborate with the Equity portfolio to support the infusion of equity principles into all educational programming reviewed or developed

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- Provide team members with relevant and regular progress feedback along with coaching and developmental guidance based on your expertise in learning design to support individual growth
 - Share information thoughtfully, working cross-functionally with team members and stakeholders alike to ensure the most effective outcomes and identify opportunities
 - Contribute to VCCC internal meetings, leading by example, sharing updates, knowledge, and expertise, and looking to improve and innovate at every opportunity.

Educational research, reporting and evaluation

- Prepare quality communication materials, reports, and presentations to support the program planning, implementation, and evaluation requirements
- Contribute to the innovation and development of VCCC Alliance educational offerings by monitoring demand trends to inform content and course development strategy, and monitoring evaluation and implementation of new program initiatives
- 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
- Quality assure the subjects immediately following delivery and in the process of the formal Master's review through student and faculty feedback
- Seek opportunities to participate in education research and aim to produce publications arising from scholarship and research, such as peer reviewed journal articles.

Stakeholder engagement

- Actively consult and liaise with VCCC Alliance members, steering groups, Chairs, University of Melbourne and MSPACE staff, consumers, and other key stakeholders to support and achieve program milestones and objectives and keep them abreast of progress
- 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 work collaboratively with the Education team to develop and deliver high quality targeted educational activities and materials to address these needs.

General

- Contribute to internal meetings, sharing updates and opportunities
- Share information and work collaboratively and collegially with all VCCC Alliance staff, stakeholders, and committees
- Work in a safe and respectful manner and call out inappropriate conduct
- Work in accordance with VCCC Alliance policies and procedures, following reasonable directions
- Participate in the VCCC Alliance Performance Planning and Development Review processes proactively and constructively
- 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
- 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



Key Selection Criteria:

Experience

- Experience in learner-centered educational design
- Experience in e-learning educational content development
- Experience developing quality educational content and working with subject matter experts in the co-design and delivery of leadership or professional development programs and courses, either in the health sector or based on prior health care experience
- Experience in the end-to-end organisation and management of content development, delivery, promotion, and evaluation of educational activities and outcomes
- 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 in the delivery of educational programs, including working with and applying project management frameworks and methodologies, such as quality planning, risk management, communications, scheduling and budgeting
- Background experience and understanding of the complexities working within the healthcare system and/or cancer care sector.

Expertise

- High level of organisational skills with a demonstrated ability to work and deliver on multiple projects with conflicting timeframes in a matrix structure
- 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, with 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
- Skilled in using Microsoft Suite (Outlook, PowerPoint, Word and some Excel) and online meeting tools such as ZOOM and Microsoft Teams.

Desirable


- An understanding of the healthcare system or cancer care
 - Experience in conducting systematic literature searches, needs analysis and environmental scans and reviewing information to inform relevant projects
- Skill in using an LMS, or online tools such as SCORM, Canva, Canvas, Visme or similar.

Qualifications

- Tertiary degree (or postgraduate qualification) in a relevant discipline such education, public health, science or 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

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- 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.
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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.

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