

Position Description

Internship Program Coordinator



Position Title:	Internship Program Coordinator		
Reports To:	Direct	Chris Packer -Senior Manager, SKILLED Internship & Regional Advisor	
	Indirect	Michelle Barrett - Head of Education	
Position Type:	Part time, 0.6EFT maximum term (3 days p/w or 22.8hrs over 4 days p/w)	Location:	Hybrid working model: on-site at 305 Grattan Street Melbourne minimum 2 days a week.
End of Tenure Date:	30 June 2024		
Key Relationships:	Internal	<ul style="list-style-type: none"> • Education Team • SKILLED & Education Administrator • Research Team • Communications Team • Corporate Services Team (Finance, Contracts and P&C) • VCCC Alliance member organisations including Clinicians, Researchers and Educators • Clinical Trials Workforce, Nurse Led Research, Steering Groups, Cancer Education and Training Advisory Committee (CETAC) members 	
	External	<ul style="list-style-type: none"> • Internship candidates, current interns, Clinicians, Researchers and Educators within VCCC Alliance organisations and other state/regional organisations across Victoria • Parkville Cancer Clinical Trials Unit • Clinical Trials workforce & external education providers • Cancer Trials Australia • Cancer Council Victoria 	

POSITION CONTEXT

The aim of the SKILLED Clinical Trials Internship Program is to increase the numbers of scientists, including PhD, Masters and Honours level scientists, with the skills to be Study Coordinators and Clinical Trial Assistants within the clinical trials sector across metropolitan and regional Victoria.

This position is funded up until 31 Dec 2023 by MTPConnect which is a national organisation supporting collaboration, information and knowledge sharing and the development of capability within the medical technologies, biotechnologies and pharmaceutical sectors. From Jan 2024 to 30 June 2024 programmatic funding will be through the VCCC Alliance Strategic Program Plan (SPP) Funding.

The aim of the SKILLED Cancer Clinical Trials Internship Program is to increase the number of early career scientists, including PhD, Masters and Honours level graduates, to become Study Coordinators and Clinical

Trial Administrative Officers within the cancer clinical trials sector across metropolitan and regional Victoria. The program objectives are to:

- Strengthen the Victorian clinical trials sector by introducing science educated graduates into the workforce;
- Demonstrate utility and implementation of relevant theoretical knowledge into practice of the workforce education and training program;
- Provide a career entry pathway and retain SKILLED intern graduates in the cancer clinical trials sector, particularly in regional Victoria;
- Continue to build the program through incorporation of additional craft groups and clinical trial sites across Victoria;
- Continually improve the quality and adapt the SKILLED educational programming to reflect the emergent needs of the clinical trials sector in both urban and regional sites;
- Ensure the lived experience of cancer is embedded in all programming to provide the interns with perspective, empathy and purpose.

POSITION PURPOSE

The Internship Program Coordinator works with a diverse group of stakeholders across VCCC Alliance member and other organisations from metro and regional Victoria, managing and building strong relationships through communication and support throughout the program lifecycle.

The Internship Program Coordinator is responsible for coordinating the graduate recruitment and placement of interns across Victoria, in collaboration with selected metro and regional cancer clinical trial host sites. Following recruitment of interns, the incumbent is then responsible for coordinating the induction and training activities that make up the VCCC Alliance SKILLED Internship program through to certification. Reporting to the Senior Manager, SKILLED Internship & Regional Advisor, the incumbent will work closely with the senior manager and team members to provide accurate and timely support, problem solve and demonstrate initiative in the coordination and administration of all program activities, including regular liaison with internship educator, intern host sites, interns when on placement and input to reporting requirements.

The role works closely with VCCC Alliance education team members and, in particular, with the Internship & Education Administrator (also a part time role) to share information, progress and agreed administrative tasks to ensure a cohesive approach. Responsibilities will be prioritised and agreed as a team to ensure equitable allocation of workloads for both part time internship team members, overseen by the senior manager.

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 Values & Commitments

Better Together we ask who needs to be at the table and proactively collaborate.

Respectful have genuine conversations and hold ourselves and our stakeholders accountable.

Bold we are honest and constructively challenge to build on ideas with an open mind.

Patient-Centred & For All we make inclusive decisions with a big picture, whole alliance & consumer-focused mindset.

Main Responsibilities

Coordination and Administration

- Coordinate and facilitate the end-to-end host intern recruitment process working closely with the SKILLED team where responsibilities are shared:
 - organise intern advertising and social media in consultation with the VCCC Alliance Communications team;
 - administer internship advertising in liaison with VCCC Alliance People & Culture, updating roles and responsibility and other relevant documentation;
 - complete initial shortlisting against key selection criteria, prepare interview packs;
 - schedule suitable candidates for interview, coordinating interview panels and administering candidate responses;
 - conduct reference checks;
 - coordinate the interview panels' recommendations to match the intern with host site;
 - draft letters of offer;
 - manage the collection and confidential storage of CVs, certified copies of qualifications, COVID-19 immunisation certificates and permanent residency status and other documentation associated with each intern.
- Coordinate and facilitate intern orientation and induction training, online and in-person and coordinate other workshop program schedules.
- Administratively coordinate the operational aspects of both the Clinical Trial Administrative Officer and Study Coordinator intern placements, including queries, tracking training milestones, supporting interns and/or Host site contacts as needed with care and attention to detail during placement

- Review downloaded competency assessment data to identify any interns who may be struggling and arrange assessment by the educator.
- Coordinate a variety of administrative processes including email communication, maintaining confidential contact details, spreadsheets and files, scheduling meetings and workshops, creating PowerPoint presentations and other general administration as required for the various elements of the internship program:
 - Facilitate and participate in presentations to students from university partners;
 - Coordinate internship presentation events, organise ZOOM access and recordings as required;
 - Book educators/presenters, venues, catering and equipment for pre-arranged training sessions including set-up for remote access and recording of sessions as required;
 - Translate competency graphs for each internship cohort in preparation for reporting and presentation requirements;
 - Organise regular intern and host site steering committee meetings (usually via ZOOM) and take and circulate minutes and/or meeting recordings as required;
 - Track program budget/transactions, agreements, host and intern information using MSEXcel.
- Oversee and support the Internship & Education Administrator to enable them to provide necessary instructions to interns and host sites on how to access the VCCC Alliance Centre for Cancer Education resources (and use of google docs) to supplement interns' learning and enable completion and submission of competency assessments.
- Oversee the conduct of audits, maintenance of spreadsheets and associated documentation in collaboration with the Internship & Education Administrator.
- Assist the Senior Manager and Evaluation Manager by maintaining and providing information needed for the evaluation and submission of program briefs and internal and external reports
- Utilise ASANA (project management system) to identifying and allocate tasks and collaborators and to complete assigned tasks.
- Oversee and follow the electronic filing structure, using naming conventions and ensuring sensitive and confidential files are stored in the restricted access folder.

General

- Work collaboratively and collegiately with all VCCC Alliance staff, committees, working parties, external consultants and stakeholders to support program and organisational goals.
- Participate constructively in the VCCC Alliance Performance Planning and Development Review processes.
- Contribute to VCCC Alliance internal staff meetings, sharing knowledge and expertise respectfully and looking to improve and innovate at every opportunity.
- Take reasonable care for your own health and safety and that of other colleagues and people who may be affected by your conduct.
- Work in accordance with VCCC Alliance policies and procedures and Values.
- Assist with other relevant duties or support the team or other programs 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

- Proven professional administrative experience in a complex and busy work environment (preferably health or tertiary sector), with at least some experience in graduate or other type of recruitment or have worked to closely support recruitment/student intake:
 - For example; education/professional development coordinator, graduate program coordinator/officer, relationship liaison officer, graduate recruitment consultant/coordinator, graduate administration officer.
- Experience coordinating busy, project-based activities that require attention to detail, organised scheduling ability and excellent follow through
- Experienced in document management and management of confidential information (preferably in the health or tertiary sector)
- Prior experience in coordinating interview and selection processes, with experience in conducting graduate or other types of interviews a distinct advantage
- Experience scheduling and coordinating induction and other training workshops, including invites, email communication, virtual meeting coordination/minute taking
- Some experience facilitating induction material and confident in making presentations both online and in person
- Experience coordinating and tracking training records and certification process an advantage

Expertise & Skills:

- Strong professional interpersonal skills with the ability to work with a wide range of people from senior management to nervous students
- Excellent oral and written communication skills
- Versatile general administrative skills including experience in organising meeting, agendas and minutes with internal and external stakeholders
- Skilled in creating a range of written communication including reports, forms and correspondence
- Skilled in using MSOffice suite including MSExcel for graphs and virtual meeting technology such as MSTeam and Zoom. ASANA knowledge an advantage.

Desirable

- Skill in the use of interactive learning platforms (LMS) an advantage Experience working within the clinical trials sector and/or tertiary sector desirable
- An understanding of project management frameworks and methodologies is an advantage
- Experience in using social media for recruitment and program coordination desirable
- Some induction training experience preferred
- Experience using ASANA or similar shared project management software an advantage.

Qualifications

- Tertiary qualification in a relevant discipline such as business administration, project management, learning and development, human resources or clinical trials desirable, or equivalent level of work experience.

The Person

- Able to work autonomously while also willing and able to work collaboratively and flexibly with colleagues and stakeholders in a fast-paced and changeable environment
 - Builds strong relationships through approachable and professional interpersonal skills, and excellent follow up and follow through
 - Energetic, enthusiastic team player who shares knowledge and information and collaborates well with others
 - Takes pride in maintaining a high level of discretion, diplomacy and personal integrity
 - Is considerate and mindful, treating others with dignity and respect
 - Thinks laterally, has a strong process improvement orientation and pursues opportunities for innovation
 - A self-starter with the proven ability prioritise conflicting timeframes and deliver to timelines
 - Outcomes focused with pride taken in achieving accuracy and quality results
 - Calm and even-tempered under pressure and comfortable in taking the initiative to resolve matters as they arise.
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EQUITY & 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 based on 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 funding availability. Potential opportunities for appointment beyond this period will be dependent on renewed funding and operational requirements.

About the Internship Program

The VCCC Alliance Clinical Trials SKILLED Internship Program is an established, successful program that supports the introduction, training and embedding of graduate scientists into the Victorian clinical trials sector. The program will continue to leverage off the success of previous programs, first piloted in 2019. This immersive, competency-based, on the job supervised training program has been designed with multiple components which include an intensive orientation program, competency framework, and a combination of online learning and a series of customised workshops conducted during the program. This training program has been created with co-investment from multiple stakeholders within the Victorian cancer network, in partnership with urban and regional clinical trial units and educational partners.

Within this program there are two training streams created to support the development of:

1. Study Coordinators (SCs), and
2. Clinical Trial Assistants (CTAs).

Annually, approximately 20 SCs and 20 CTAs are admitted into the first program intake and approximately 10 of each in the second intake. Both programs include an intensive one-week induction program including Clinical Trials Essentials with practical application, followed by 23 or 39 weeks of immersive, supervised, onsite training at chosen host sites. During the program, interns are supervised as they perform daily tasks associated with the role to gain experiential learning, also practicing their learning and existing skills, while being immersed as a member of a clinical trials team. Each intern completes a Quality Assurance Project and presentation, utilising an e-competency assessment and skills tracker (CAST). Interns are also provided with access to additional workshops, virtual and elearning modules and training resources to facilitate the progression of their learning.