

Position Description

Health Equity Data Program Coordinator



Position Title:	Health Equity Data Program Coordinator		
Reports To:	Direct	Manager, Health Equity	
	Indirect	<ul style="list-style-type: none"> Chair, Equity Steering Group Research & Education Lead, Aboriginal and Torres Strait Islander Health 	
Position Type:	Part time 0.4 FTE (15.2 hours) Maximum Term – 12 months from 28 Feb 2023	Location:	305 Grattan Street, Melbourne (working from home as agreed or as required during the COVID-19 pandemic)
Key Relationships:	Internal	<ul style="list-style-type: none"> Head, Quality and Strategic Initiatives Research Team Education Team Events Coordinator Collective Impact Team Corporate Services 	
	Member Stakeholders	<ul style="list-style-type: none"> VCCC alliance member and partner organisations 	
	External	<ul style="list-style-type: none"> Data agencies (e.g. ABS, AIHW) Health Services Victorian Aboriginal Community Controlled Health Organisation Migrant and refugee health and advocacy organisations 	


POSITION CONTEXT

The role of Health Equity Data Program Coordinator has been created to support projects arising out of the Health Equity Program (known internally as Program 8). This program is a key part of the VCCC Alliance Strategic Program Plan 2021-2024 (SPP) and intersects with most of the 10 programs that make up the SPP. The role reports the Manager, Health Equity and is a member of the Quality and Strategic Initiatives Team who work closely with the Communications and Community Team – together the Collective Impact Portfolio.

NB: Due to this position being a 12-month fractional appointment, the position is offered as a secondment opportunity open to individuals currently employed at a VCCC Alliance member organisation. The position will be offered under either a funding or secondment agreement.

POSITION PURPOSE

The Health Equity Data Program Coordinator position is responsible for developing and driving research and implementation projects in relation improved health data collection of Aboriginal and Torres Strait Islander peoples and culturally and linguistically diverse communities.



The position will work closely with alliance members and partners to map existing data infrastructure and identify potential interventions that will improve ethical data collection. The Data Program Coordinator will undertake this work through engagement and collaboration with a range of external stakeholders.

As a small and dynamic backbone team, VCCC Alliance staff, managers and program 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, 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

Main Responsibilities

Project Coordination

- Track project related milestones, deliverables and key requirements, including setting up systems for monitoring progress
- Undertake project coordination of identified data activities such as mapping existing data infrastructure and identifying potential interventions that will improve data collection
- Take responsibility for managing agreed key initiatives that arise during program development and implementation
- Develop and manage relationships with a range of stakeholders associated with, or who may be contributors to the project, including VCCC Alliance members, steering groups, Chairs and consumers and engage with other key stakeholders as appropriate to coordinate project implementation
- Attend key stakeholder meetings with the Manager, Health Equity as necessary and follow up on meeting actions as required


Administration

- Support the Health Equity Manager with reporting through monitoring and analysis of program and project deliverables, performance and impact to key internal stakeholders (eg. Joint SPP Joint Review and Oversight Committee (JROC), Cancer Research Advisory Committee (CRAC), VCCC Alliance Board, Equity Steering Group)
- Coordinate workshops, meetings, events and teleconferences pertaining to the Health Equity Program
- Coordinate a variety of administrative processes including email communication, maintaining contact lists and files, scheduling, report writing, tracking invoices, tracking and assisting with contract requirements and document/file management
- Support the preparation and communication of agendas and meeting minutes

General

- Coordinate the inclusion of consumers in program development and throughout the program cycle to leverage valuable perspective and input
- Collaborate with the Consumer Inclusion Manager to support the development of a consumer inclusion strategy as relevant
- 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
- Assist with or take on other relevant duties to support colleagues and initiatives as reasonably required.

Special Requirements

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- VCCC 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

- Experience in program/large project coordination within the health sector
- Proven experience in managing a diverse range of stakeholders with professional sensitivity
- Experience in health information technology project delivery, including management of data systems and/or data registries and data mapping
- Knowledge of information and health data linkage, integrations and inter-operability with other data systems including use of data dictionaries
- Background experience working in a clinical/health sciences environment

Expertise

- Understanding of data governance frameworks, privacy, ethical requirements, and data access regulations
- Excellent understanding of and experience using project management frameworks and methodologies with enough experience and skill to adjust processes and problem solve to remove unnecessary complexity
- Proven time management and prioritisation skills
- Excellent written and oral communication skills, particularly writing with a targeted purpose and for a specific audience
- Well-developed analytical skills and the ability to synthesise information to resolve problems as they arise
- Proficient in the use of Microsoft Office suite
- Skill in using hybrid communication technology such as Zoom or Teams – hybrid AV experience an advantage but not essential

Desirable

- Previous stakeholder management experience with culturally and linguistically diverse health service delivery or advocacy organisations, and Aboriginal Community Controlled Health Organisations (ACCHO's)
- Experience working with sensitive data, such as personally identifiable information and health data.
- Experience working with consumers and diverse communities an advantage.

Qualifications

- Tertiary degree (or equivalent experience) in a relevant discipline such public health, policy, data science, research, information technology



The Person

- Shares information and taps into relevant people and resources to develop solutions to resolve problems and overcome potential barriers
- Takes responsibility for quality outcomes and learns from unsuccessful endeavours
- Thinks laterally and pursues opportunities for innovation
- 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
- Organised and calm in dealing with time demands, incomplete information or unexpected events

Equity and Inclusion:

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.

Term: The tenure of this role is linked to VCCC Alliance Strategic Plan. Potential opportunities for appointment beyond 28 February 2024 will be dependent on funding and operational requirements.