

# Position Description

## Health Data Lead

<b>Position Title:</b>	Health Data Lead		
<b>Reports To:</b>	Direct	Program Director, Patient-Partnered Cancer Research	
	Indirect	N/A	
<b>Direct Reports:</b>	N/A		
<b>Position Type:</b>	Part time 0.5 FTE 6-month Maximum Term	<b>Location:</b>	305 Grattan Street, Melbourne (and working from home as agreed or as required during the COVID-19 pandemic)
<b>Key Relationships:</b>	Internal	Patient-Partnered Cancer Research Program Team including: <ul style="list-style-type: none"> <li>• Genomics Lead</li> <li>• Communications Lead</li> <li>• Patient Partnerships Lead</li> </ul> Patient-Partnered Cancer Research Program Governing Bodies VCCC Alliance Research Team Other VCCC Alliance Portfolio Teams	
	Member Stakeholders	Patient-Partnered Cancer Research Program's Data Collaborator	
	External	As relevant	


### POSITION CONTEXT

The Victorian Comprehensive Cancer Centre (VCCC) is working towards implementing a patient-partnered cancer research program across Australia and New Zealand (ANZ). The program will be modelled on, and strongly aligned with, an existing international patient-partnered cancer research project. Working directly with patients, the program will combine patient-reported data, clinical data, and genomic data to create a unique, anonymised dataset which can be shared to accelerate cancer research internationally. Initially, the program will operate in Australia, with plans to later expand across New Zealand.

### POSITION PURPOSE

The Health Data Lead will be responsible for planning and developing all aspects of the program's data management, and preparing for later project launch (funding dependent). The Health Data Lead will work closely with our preferred data collaborator to develop the detailed plans for the technical infrastructure required to support the collection, secure storage and curation of participant data, as well as the management of project workflows, communications, and sample tracing.

In the first instance, the data management work will focus on partnering with the data collaborator in the delivery of a proof-of-concept of the technical infrastructure, followed by evaluating its functionality against project requirements. The Health Data Lead will then lead the development of the expanded technical infrastructure, including any refinement of project specifications, and development and oversight of



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validation plans. Finally, the Health Data Lead will further develop the project's data governance frameworks and may also contribute to monitoring and evaluation plans.

The Health Data Lead will work closely with the broader Patient-Partnered Research Team, including the Program Director, and the Genomics, Consumer Partnerships, and Communications Leads, to ensure timely and integrated planning and early implementation of the Program. Effective engagement with a variety of stakeholders and service providers across Australia and internationally will be required in fulfilling the role.

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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 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.

### **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*



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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**

- Working with the data collaborator to develop and finalise the design of the program's technical infrastructure and data management, in preparation for full implementation (funding dependent).
- Developing the functional requirements specification and validation plan for the technical infrastructure.
- Overseeing delivery and evaluation of the initial proof-of-concept by the data collaborator.
- Providing expert advice into the broader data management plan that encompasses all aspects of data governance, the genomics datastore and global data sharing modules.
- Ensuring the data architecture and data management plan complies with the ethical and legal standards of the ANZ environment at institutional, local, state, and national levels with respect to handling of sensitive health data.
- Reviewing the data collaborator's security practices and validation plan prior to commencement of the full technical infrastructure build; documenting any concerns or gaps and recommendations for improvements.
- Identifying and monitoring program risks, formulate and implement mitigation strategies.

### **General**

- Contribute to internal meetings, sharing updates and opportunities.
- Share information and knowledge and work collaboratively and collegiately with all colleagues, stakeholders and committees.
- 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

- Experience in health information technology project delivery, management of data systems and/or data registries.
- Knowledge of database design and function that provides the greatest flexibility and scalability to future-proof program operations.
- Experience in identifying and gathering business requirements aligned to organisational strategies and/or program needs.
- Knowledge of information and health data linkage, integrations and interoperability with other data systems including use of data dictionaries.
- Understanding of data governance frameworks and data access regulations.

### Expertise

- 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 audience.
- Well-developed analytical skills and the ability to synthesise information to resolve complex problems.
- Solid understanding of Australian health information privacy laws.
- Proficient in the use of Microsoft Office suite.

### Desirable

- Project Management or Business Analyst experience.
- Experience working with sensitive data, such as personally identifiable information and health data.
- Experience and expertise in writing research ethics and governance applications.
- Experience working with international research collaborators.
- Experience working with online collaboration platforms.


### Qualifications

Tertiary degree (or postgraduate qualification) in a relevant discipline such as information technology, public health, science, research.

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### The Person

- Team oriented and skilled in building strong and sustainable relationships to build consensus and achieve stronger results together.
- Shares ideas and welcomes alternatives from diverse stakeholders to drive solutions and overcome barriers.

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- Thinks laterally and pursues opportunities for innovation.
  - Comfortable in taking the initiative and exercising judgement with diplomacy and sensitivity in resolving matters as they arise.
  - Persuasive, with the ability to positively influence others and build consensus.
  - Innovative and adaptable in the face of changing organisational priorities and ambiguities.
  - 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 secured program funding. Potential opportunities for appointment beyond the initial tenure will be dependent on renewed funding and operational requirements.