

Position Description

Program Manager, Regional Innovations



Position Title:	Program Manager, Regional Innovations		
Reports To:	Direct	Head of Research	
	Indirect	Head of Education	
Direct Reports:	<ul style="list-style-type: none"> Regional Innovations Projects Manager Regional Partnership Liaison Manager (TBC) 		
Indirect Reports:	Project reporting: <ul style="list-style-type: none"> Regional Partnership Liaison Project Officer roles Teletrials Toolkit Development role (PCCTU) Less Common Cancer Framework Development role Other contracted project staff 		
Position Type:	0.8 - 1.0 FTE (as negotiated), max term to 30 June 24	Location:	305 Grattan Street, Melbourne
Key Relationships:	Internal	<ul style="list-style-type: none"> Research Team Education Team Collective Impact Team Manager, Consumer Involvement Research Programs Coordinator People & Culture PMO Officer Manager, Health Equity Joint SPP Review and Oversight Committee Cancer Research Advisory Committee (CRAC), Cancer Consumer Advisory Committee (CCAC) and Cancer Education and Training Advisory Committee (CETAC) Regional Innovation Steering Group Chairs and regional projects Working Group Chairs Other Program Steering Groups and Working Groups as they relate to the Strategic Program Plan Clinicians, educators, and researchers across the VCCC Alliance VCCC Alliance Research & Education Leads VCCC Alliance Regional Oncology Leads 	
	External	<ul style="list-style-type: none"> Regional cancer centres, Heads/Directors of Clinical Trial Units, Research Offices and Clinical Trial Managers at participating sites Regional Trial Network AlfredTrials Hub 	



	<ul style="list-style-type: none">• Cancer Council Victoria• Department of Health• Key personnel from the ReVitalise network, National Teletrials program and other relevant consortia• Relevant pharmaceutical and biotechnology companies and industry groups• Regional and metropolitan Integrated Cancer Services• Relevant government departments e.g., Department of Jobs, Precincts and Regions and Department of Health
--	--

POSITION CONTEXT

Improving cancer outcomes in the regions is listed as a key component of the 2020 Victorian Cancer Plan and is also a Strategic Goal of the Victorian Comprehensive Cancer Centre (VCCC Alliance): *Pursue equity in access of cancer care and outcomes for all Victorians affected by cancer.* As a part of VCCC Alliance’s Strategic Program Plan (SSP 2020-2024), an investment of \$3.15M over 3.5 years will be made to support a program of work known as Program 7: *Fast track innovations in regions with the poorest cancer outcomes.* Program 7 aims to improve cancer care in the regions, with a particular focus on improving access to clinical trials and further developing regional partnerships to determine and support collaborative projects to ensure equitable access to innovative cancer care.


POSITION PURPOSE

The Program Manager, Regional Innovations is accountable for the delivery of the Regional Innovations program and the three strategic projects that underpin the program. Collectively, the aim is to develop regional partnerships and support the provision of relevant systems, education and information based on prioritised requirements, contributing to the achievement of the VCCC Alliance’s Strategic Goal: *Pursue equity in access of cancer care and outcomes for all Victorians affected by cancer.* The key streams of work under these projects include:

- Build capacity for clinical trials in the regions so that more rural and regional patients can access clinical trials closer to home.
- Further expand and support the implementation of the VCCC Alliance Teletrials model.
- Support regional access to molecular testing.
- Support integration and optimal utilisation of regional data to answer relevant research and health services questions.
- Upskill the regional cancer workforce.
- Support initiatives that improve outcomes for Less Common Cancers (LCC) including implementation of the LCC framework.
- Support the regional partnership program.
- Support the implementation of the strategic roadmaps for the Regional Leads as part of the Distributed Leadership model.

The Program Manager, Regional Innovations, in collaboration with the Head of Research, Head of Education, Manager, SKILLED Internship and Regional Advisor, Regional Leads and other program and relevant stakeholders, will provide a strategic lens to explore opportunities for national scalability of the Regional Innovations Program.

The Program Manager, Regional Innovations will work closely with the Regional Innovations Projects Manager to deliver the Regional Innovations projects under the overarching program as outlined in the VCCC Alliance SPP.



This role will provide oversight and support to the VCCC Alliance Regional Oncology Leads, regional collaborative partners, Program Steering Group and regional consumers involved in the program. The Program Manager, Regional Innovations will also lead and support a project team in the delivery of work that makes up the Regional Innovations Program. The role will ensure the program objectives are achieved and will oversee and support the team and program of work to be implemented and evaluated. This will involve continual communications with the Regional Oncology Leads, Regional Innovation Projects Manager, Head of Research, Head of Education, Executive Director, and other relevant VCCC Alliance team and Alliance members in order to operationalise the program plan.

THE PERSON

The role-holder will be a proactive and highly motivated individual with extensive experience in project/program and stakeholder management (preferably related to cancer, regional programs and/or clinical trials) with a proven track record in establishing strong and influential working relationships with multi-disciplinary teams of researchers and clinicians.

The incumbent will utilise their experience and networks to work collaboratively across VCCC Alliance member organisations and other partners (including key stakeholders from the recently funded Regional Trials Network (RTN)/ReVitalise consortium, National Teletrials Program, Alfred Health Trialshub and government agencies). The incumbent will also have experience in leading a small team of professionals, with the ability to rapidly translate and communicate program goals, foster opportunities, manage risks, maintain budgets and provide timely coaching and feedback to guide program planning, implementation and evaluation.

Throughout the 2023 and 2024 period the VCCC Alliance will be developing a new business case and this role will perform a key role in consulting, soliciting, translating and representing the needs of the rural and regional workforce and consumers into that business case.

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 and Human Services to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Program 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 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. 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


Support the development of innovations in Regional Oncology

- Support the VCCC Alliance Regional Oncology Leads to achieve the agreed goals and objectives of the program and to deliver on their strategic roadmaps.
- Work closely with Regional Cancer Centres to understand their local and broader regional requirements and expectations and establish strong Regional Partnerships supported by regionally based Partnership Liaisons:
 - Work with the Regional Innovation Projects Manager to facilitate the scoping of priorities of the Regional Cancer Centres in order to inform the inclusions of a Collaborative Partnership Agreement with the VCCC Alliance.
 - Prioritise requirements and define suitable project activities aligned with the aims of the SPP, Regional Innovations Program, and collaborative partners.
 - Oversee/facilitate the development of bespoke educational programming to address the needs of the regional cancer workforce, in conjunction with the Education Team, for regional partnership sites.
 - Provide relevant communication and support to the regionally based Partnership Liaison positions to ensure active and informed engagement in program implementation and evaluation to meet the needs of the program.

- Ensure the identified key needs in Regional Oncology are disseminated to other leaders across the alliance, including the VCCC Alliance Distributed Leadership, and facilitate their support/inclusion as relevant to achieve project aims.
- Develop mechanisms and communication channels to ensure a connection between Regional Oncology and other VCCC Alliance programs, including but not limited to Health Equity, Clinical Trial Innovation and Personalised Cancer Care.
- Synthesise evidence and data in order to develop evidence-based strategies to progress collaborative research, education and training and data program opportunities.
- Maintain an in-depth understanding of the current landscape, challenges, risks and opportunities in regional oncology to inform programs of work.

Program Management

- Work closely with the Program Steering Group and members of the project Working Groups to deliver program/project milestones on time and within budget. Responsibilities include:
 - Deliver the *Regional Innovations* Program (SPP Program 7) and the projects within the Program:
 - Project 7.1 - Teletrials
 - Project 7.2 – Regional Partnerships
 - Project 7.3 – Less Commons Cancers
 - Develop and strengthen collaborative working relationships across multiple organisations relevant to developing and delivering the objectives of the programs/projects.
 - Engage stakeholders from across the VCCC Alliance member and partner organisations, and beyond where appropriate, to optimise participation in and dissemination of learnings from the programs and projects.
 - With the Regional Innovations Projects Manager, support Program Steering Group and Project Working Group meetings through development of agendas and workplans, and through documenting decisions and outcomes via minutes and agreed actions.
 - Coordinate roles supported by the programs and located at member and partner organisations.
 - Program and project reporting to internal VCCC Alliance governance structures and the Victorian Department of health as required.
 - With the Regional Innovations Projects Manager, ensure projects run to time, within budget and milestones are met:
 - schedule meetings, develop meeting presentations, agendas and minutes, track budgets, follow up contracts and invoices.
 - develop issues and risk management plans and associated mitigation strategies as necessary.
 - develop relationships with research offices across the VCCC Alliance, with particular focus on facilitating research ethics and governance approvals for multi-site research.
 - gather, synthesize, interpret and communicate the evidence-base that facilitates development of program workplans.
 - ensure that required project management documents and program reports are completed in a timely fashion.
 - work with Program Co-Chairs, Steering Groups, project Working Groups and other stakeholders to conduct process evaluations and outcome evaluations for the projects.
 - develop and run meetings, workshops, symposia and other events as required.
 - track and manage project/program budgets with VCCC Alliance Finance Manager.
 - other project related activities as required.

- 
-
- Contribute to and collaborate with team members of the broader Research Portfolio Team and Education Team.
 - Ensure inclusion of consumers early in program development and throughout the project cycle to leverage valuable perspective and input.
 - Collaborate with the Consumer Inclusion Manager to develop a consumer inclusion strategy, monitor metrics and report on relevant program outcomes, including the managing, resourcing, and supporting consumer research initiatives relevant to the program.
 - Collaborate with the VCCC Alliance Collective Impact Team to develop a communications strategy, generate research-relevant metrics, evaluate and report on project and program outcomes.
 - Be prepared to work flexibly and with agility as the programs develop and mature.
 - Where appropriate support the coordination of regional access to genomic testing provided in the Personalised Cancer Care Program and ensure there is a regional voice on the working party.
 - Support the Regional Innovations Projects Manager to deliver the VCCC Alliance Teletrials project in association with state-wide Teletrials initiatives such as the the Australian Teletrials Program, ReVitalise, the Regional Trial Network, Alfred Health TrialsHub and Victorian Teletrials Collaborative.

Leadership


- Report on and represent the regional program in collaboration with the Regional Oncology Leads, Regional Projects Manager, the Program Steering Groups and the Heads of Research and Education.
- Manage, guide and support program staff in the implementation of and reporting on relevant projects within the VCCC Alliance and provide program management oversight of projects based in and operationally managed by external health services and organisations.
- Develop, coach and empower direct reports so that they can assist in delivering the Regional Innovations Program with excellence, including participating in VCCC Alliance Performance and Development Reviews processes.
- Contribute to the development, quality and continual improvement of internal VCCC Alliance project management and business processes, e.g., templates, file structures, process mapping, risk management, evaluation and reporting.
- Work within VCCC Alliance policies and procedures and assist with other tasks as reasonably required.

Business Development

- Contribute to the business development strategy of VCCC Alliance regional programming by identifying opportunities for new business relationships, grants, tenders and leverage for funding.
- As required, contribute to the co-ordination of business cases and further strategic plans considering such factors as potential leverage opportunities, other funding sources and sustainability.

Collaboration & Communication

- Collaborate with subject matter experts, the education and training team, and external consultants to support the development and delivery of educational content and activities.
- Develop key mechanisms and communication channels to ensure a connection between Regional Oncology and other VCCC Alliance programming.
- Work collaboratively with the communications team to develop high quality material and presentations to communicate and promote program activities and benefits.

- 
-
- Collaborate with the Consumer Involvement Manager to ensure consumer involvement throughout the project cycle through the development of a consumer involvement strategy, monitoring of metrics and reporting on relevant program outcomes.
 - Support involvement of and review by the following advisory committees for the relevant programs:
 - VCCC Alliance Joint SPP Oversight and Review Committee
 - VCCC Alliance Cancer Research Advisory Committee (CRAC)
 - VCCC Alliance Cancer Consumer Advisory Committee (CCAC)
 - VCCC Alliance Cancer Education and Training Committee (CETAC)

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

Essential

- Proven high level success and experience in program and project management, including working with and applying project management frameworks and methodologies.
- Experience in program planning and scheduling, risk management, communications, budgeting and business case development.
- In-depth knowledge and understanding of the healthcare system and health service operations and environment.
- Understanding of the cancer care/treatment pathways and clinical trial system in Australia, with experience in and/or knowledge of clinical trial operations, governance and regulatory requirements.
- Significant experience managing collaborative relationships and groups with senior academics, clinicians and researchers and other senior stakeholders.
- Experience in managing, coaching and mentoring professional staff both virtually and in person.
- Demonstrated experience working independently, and as part of a team, toward an agreed strategic direction.
- Ability to manage multiple projects and multiple key stakeholders simultaneously.
- Ability to navigate and manage complexity.
- Excellent oral and written communications skills, including report writing, presentation and meeting/workshop facilitation.

Desirable

- Experience with program evaluation.
- An understanding of regional and metro cancer services and health service operations.
- An understanding of the needs and specific challenges associated with delivering clinical or healthcare programs in regional and rural Victoria.
- Experience or understanding of adult educational principles.
- Previous experience attracting leveraged funding.

- 
-
- Demonstrated experience empowering consumers to proactively contribute to program activities and generate evidence required for health system changes.

Expertise

- Outstanding interpersonal skills including the ability to effectively liaise and engage with staff, key stakeholders and collaborative groups.
- Ability to build effective relationships and encourage collaboration with key external stakeholders and other staff.
- Well-developed skills in evidence synthesis, critical analysis and interpretation of evidence and data to drive program outcomes.
- Self-organisational skills, ability to prioritise and efficiently manage time and deliver on multiple projects with conflicting timeframes in a matrix structure, and assist others to do the same.
- A high level of self-motivation, initiative, creativity, strategic thinking and the ability to develop innovative solutions and influence change.
- Excellent oral and written communication skills, along with professional report writing skills.

Qualifications

- Tertiary qualification (post-graduate highly desirable) in a relevant discipline such as project management, health service management, clinical care, science, education or research.

The Person

- Shares information and ideas, welcomes alternatives, and taps into relevant people and resources to develop solutions to resolve problems and overcome potential barriers.
- A thought-leader who is persuasive, with the ability to positively influence others and build consensus.
- Comfortable in taking the initiative and exercising judgement with diplomacy and sensitivity in resolving matters as they arise.
- Innovative and adaptable in the face of changing organisational priorities and ambiguous environments.
- Ability to calmly deal with time demands, incomplete information or unexpected events.
- A self-aware leader who is experienced in coaching others to be successful and who is honest in providing feedback and sharing knowledge generously.

Equity and Inclusion:

The Victorian Comprehensive Cancer Centre (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: Fixed term contract to 30 June 2024. The tenure of this role is linked to the VCCC Alliance Strategic Program Plan 2021-2024. Potential opportunities for appointment beyond Mid-2024 will be dependent on renewed funding and operational requirements.

This is a full time role but 0.9 or 0.8 FTE will also be considered for the right candidate.