

## Position Description

# Aboriginal and Torres Strait Islander Programs Manager




<b>Position Title:</b>	<b>Aboriginal and Torres Strait Islander Programs Manager</b>		
<b>Reports To:</b>	Direct	Senior Manager Health Equity	
	Indirect	Research and Education Lead, Aboriginal and Torres Strait Islander Health	
<b>Direct Reports:</b>	N/A		
<b>Position Type:</b>	Part time 0.8 FTE	<b>Location:</b>	Hybrid working model: on-site at 305 Grattan Street Melbourne for a minimum 2 days per week or as required.
<b>Key Relationships:</b>	Internal	<p>As a small organisation working to deliver interconnected programs and projects, all positions at VCCC Alliance communicate and collaborate with colleagues from every portfolio. In particular, this role will work closely with:</p> <ul style="list-style-type: none"> <li>• Program Managers and Portfolio Heads</li> <li>• Communications Team</li> <li>• Corporate Services Team</li> <li>• Senior Manager, Consumer Involvement</li> </ul>	
	Member & Affiliate Member Stakeholders	<ul style="list-style-type: none"> <li>• VCCC Alliance members and partners</li> <li>• VACCHO and member ACCHO's</li> </ul>	
	External Stakeholders	<ul style="list-style-type: none"> <li>• NACCHO</li> <li>• Lowitja Institute</li> <li>• Cancer Australia</li> <li>• Department of Health, Victoria</li> </ul>	

### POSITION CONTEXT

Improving Aboriginal and Torres Strait Islander cancer outcomes is a key area of work for the VCCC Alliance. Through an MOU with the Victorian Aboriginal Community Controlled Health Organisation (VACCHO), the VCCC Alliance is committed to supporting the successful implementation of the [Victorian Aboriginal Cancer Journey Strategy](#). The Aboriginal and Torres Strait Islander Programs Manager will lead the development and delivery of existing programs and develop new areas of work in Aboriginal and Torres Strait Islander cancer care and control in collaboration with VACCHO, VCCC alliance members and partners.

### POSITION PURPOSE

The Aboriginal and Torres Strait Islander Programs Manager role is responsible for leading activities for the Aboriginal and Torres Strait Islander cancer control program, supporting the integration of Aboriginal and Torres Strait Islander consumer and community voices into program work and leading and managing new programs and



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initiatives in Aboriginal and Torres Strait Islander cancer care and control. The incumbent will work closely with internal stakeholders, particularly Research and Education teams, as well as external stakeholders such as VACCHO, Department of Health Victoria, and Cancer Australia.

This role is reserved for an Aboriginal and Torres Strait Islander incumbent to ensure an Aboriginal-led approach to the program of work.

As a small and dynamic backbone team within a large alliance, VCCC Alliance team members in every position are expected to manage their own meetings and general administration and to support colleagues across portfolios through timely communication and a collaborative approach to teamwork.

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## **Main Responsibilities**

### **Project Development and Management**


- Identify and grow the VCCC Alliance's program of work in Aboriginal and Torres Strait Islander Cancer Care and Control, aligned with agreed strategic goals
- Lead the delivery of agreed project activities including the organisation of project workshops, meetings with external partners and other project related activities to agreed budget and timelines
- Develop and maintain internal project documentation and templates, including project briefs, project plans, progress reports, communications plans, risk registers, and other VCCC Alliance project related documents
- Monitor and proactively follow up on outstanding project actions, communicating progress and issues and assisting in maintaining project timelines and scope
- Identify activities and stakeholders to be included in project communications plans and implement accordingly
- Work collaboratively with internal and external stakeholders to produce project reports to meet funding and program requirements
- Provide guidance on all community consultation activities including venue, accommodation, scheduling, attendance, accessibility, cultural safety, and other related considerations for effective and respectful community consultation
- Foster positive working relationships and partnerships with internal and external stakeholders
- Attend and participate in relevant and regular meetings at both VCCC Alliance and VACCHO

### **Administration & Reporting**

- Support the Senior Manager Health Equity with reporting through monitoring and analysis of program and project deliverables, performance and impact to key internal stakeholders
- Coordinate workshops, meetings, events and teleconferences pertaining to the Aboriginal and Torres Strait Islander program of work
- Coordinate the inclusion of consumers in program development and throughout the program cycle to leverage valuable perspective and input
- Collaborate with the Senior Manager Consumer Involvement to support the development of a consumer inclusion strategy as relevant

### **General Requirements**

- Be mindful of our Organisational Values and constantly strive to abide by these values when working with others:
  - **United:** we ask who needs to be at the table and proactively collaborate;
  - **Respectful:** we have genuine conversations and hold ourselves and stakeholders accountable;

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- **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.
- Share information thoughtfully, working cross-functionally and collegiately with colleagues, stakeholders and committees to ensure the most effective outcomes
  - Contribute to staff and team meetings, sharing updates, learnings, challenges, wins and opportunities
  - Collaborate with the Senior Manager Consumer Involvement to develop policy and/or practice supportive of consumer engagement and wellbeing
  - Work in accordance with VCCC Alliance internal systems, policies and procedures, following all reasonable directions
  - Work in a safe and respectful manner in accordance with our Values and report inappropriate conduct as close to the time of the issue as possible
  - Participate in the VCCC Alliance performance & 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 requirement to the fullest degree and with a very mindful approach
- Proof of COVID-19 triple vaccination is required, unless exempt (medical certificate required)
- 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:

**NB:** *VCCC Alliance relies on both the exceptions in employment and special measures under the Equal Opportunity Act 2010 (Vic) and the Racial Discrimination Act 1975 (Cth) to proactively promote substantive equality for Aboriginal and Torres Strait Islander people. Therefore, **we strongly encourage only those who identify as Aboriginal or Torres Strait Islander to apply for this position.***

### Experience

- Demonstrated understanding and commitment to Aboriginal and Torres Strait Islander health, care and culture, and experience working within the philosophy and practice of Aboriginal Community Control
- Demonstrated ability to work with Aboriginal organisations, communities and individuals, and mainstream health organisations in culturally appropriate ways towards advocacy and awareness building
- Experience in leading a program/large project within the health and/or community controlled sector
- Proven planning and organisational skills, with the ability to prioritise to effectively manage workload and priorities to meet deadlines

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- Experience in program or project management and the use of project management frameworks and the administration associated with project management, such as planning, scheduling, collaborating with contributors, risk and budget management, and reporting
  - Demonstrated experience coordinating change initiatives and/or community consultations as part of complex projects
  - Experience using project management frameworks with some exposure or experience using mixed methodologies to suit requirements

### **Skills & Expertise**

- Proven skill in managing sensitive and confidential information with the ability to remain impartial and focussed on outcomes
- Excellent interpersonal and communication skills
- Excellent written ability, combined with a high level of accuracy and attention to detail
- Skilled in managing complex stakeholder relationships, with the proven ability to build lasting engagement and effective and culturally appropriate working relationships at all levels
- Proficiency in the use of Microsoft Office suite (eg., Microsoft Word, Excel, PowerPoint and Outlook), and the use of hybrid meeting technologies such as Zoom and MSTeams.

### **Desirable**

- Background experience working in a clinical/health sciences environment
- Skill in using Asana or similar project management platform (desirable).

### **Qualifications**

- Tertiary qualification and/or have significant experience in health promotion, public health, education, health and/or medical research, community development or a relevant area in social science

### **The Person**

- Makes inclusive decisions with a big picture mindset and builds on ideas with an open mind
- Is open, honest and constructive when giving or receiving feedback
- Builds strong and sustainable relationships to achieve agreed results, with awareness for who needs to be at the table
- Shares ideas and welcomes alternatives from diverse stakeholders and groups to drive solutions and overcome barriers
- Consciously considers equitable approaches to cancer care and takes into account lived experience at every opportunity to hear and address the needs of vulnerable and/or under-served groups
- 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
- An adaptable individual who is resilient and positive when faced with a complex and changeable environment.



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## Organisational Context

### Vision

To save lives through the integration of cancer research, education and patient care. Through innovation and collaboration, the VCCC Alliance will drive the next generation of improvements in prevention, detection, treatment and survivorship for all.

### Operating Environment

The [VCCC Alliance](#) is a powerful partnership of leading research, academic and clinical institutions working together to accelerate and amplify leading-edge cancer research, knowledge and expertise to benefit the Victorian community, supported by the Victorian Government.

The VCCC Alliance is founded on principles of collective impact which starts by defining a shared problem and working together with members, consumers and partners to codesign a shared vision to solve it. Strategic leadership is drawn from alliance members and strategic partners and through innovative programs we work to solve problems; advance and share knowledge; educate and develop ways to accelerate the translation of research to practice.

Through innovation and collaboration, our alliance is leading integrated, research-driven, consumer-informed, cancer research, education and patient care.

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## 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. We are committed to working within the spirit of our organisational **Values: Patient-centred, For All, Bold, United, Respectful.**

Our VCCC Alliance team fosters and coordinates the expertise of the alliance, consumers and partners to encourage and enable collective effort to achieve more than any single entity or individual can achieve on their own.

At the VCCC Alliance, our team, along with multi-site, multi-disciplinary strategic leaders and consumers, are the backbone. We are dedicated to facilitating expertise across the cancer sector in the ambitious task of implementing sustainable systemic change to continuously improve equitable care and outcomes for cancer patients.

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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 collegiate environment. This commitment is set out in more detail in the VCCC Alliance Equal Opportunity Policy and Bullying Prevention Policy and our Professional Conduct Policy.

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## Consumer Engagement:

The VCCC Alliance has a strong commitment to integrating the expertise of a lived experience across all activities of the organisation. Cancer consumers are involved in planning our strategy, governance, program design and implementation and are supported by all staff to ensure *patient-centred* is our core value. We are

dedicated to demonstrating quality consumer engagement practices that foster an environment of learning, respectful and productive working relationships.

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Term: Ongoing position

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#### *Additional Information*



The Victorian Aboriginal Community Controlled Health Organisation (VACCHO) is the peak representative for the health and wellbeing of Aboriginal people in Victoria. They lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Victorian Aboriginal communities. Our vision is for vibrant, healthy, self-determining Aboriginal communities. Our strategic plan, *On Solid Ground (2021-26)*, outlines our bold steps to get there.

#### **Unit Overview**

The Population Health Unit works to translate evidence into practice. It provides a strategic, coordinated and evidence-based approach to member services, workforce support and mainstream responsiveness to improve the Aboriginal community's health and wellbeing outcomes. Key focuses of the Unit include:

- *Healthy Communities* based on connection with Culture and Kinship and supporting health seeking behaviours
- *Thriving in the First Three Years*
- Victorian Aboriginal Cancer Journey
- Practice improvement support
- *Quality of Life* including NDIS, Aged Care, palliative care and integrated care.

#### **GOVERNANCE ARRANGEMENTS**

\*The VCCC Alliance and VACCHO will enter into an Memorandum of Understanding (MOU) to detail collaborative work on the implementation of VACCHO's Cancer Journey Strategy. The VCCC Alliance is committed to the principles of self-determination and Aboriginal-led priority setting and decision making in relation to cancer control. As such, all programs of work supported by the VCCC Alliance under this MOU will align with the objectives and goals of VACCHO's Cancer Journey Strategy. Within the overarching theme of healthy communities, there are five areas within the **Cancer Journey Strategy**:

1. Prevention
2. Screening
3. Improving Treatment and Support
4. Celebrating Survivorship
5. Journey to Dreaming