


Position Description

Program Manager, SKILLED Internship

Position Title:	Program Manager, SKILLED Internship		
Reports To:	Direct	Senior Manager, SKILLED Internship Program & Regional Advisor	
	Indirect	-	
Direct Reports:	Internship and Education Administration Coordinator		
Position Type:	Part-time 0.6 to 0.7 FTE <i>(dependent on successful applicant)</i> 2-Year Maximum Term	Location:	Hybrid working model: on-site at 305 Grattan Street Melbourne for a minimum of 2 days per week or as required.
Key Relationships:	Internal	<p>As a small organisation working to deliver inter-connected 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"> • Education team members • Research Team • Communications Team • Corporate Services Team (Finance, Contracts and People & Culture) 	
	Member & Affiliate Member Stakeholders	<ul style="list-style-type: none"> • Internship Program Educators • Contacts at VCCC Alliance member organisations as relevant to the program • Clinical Trials Workforce, including Nurse-led Researchers • Steering Groups • Cancer Education and Training Advisory Committee (CETAC) members 	
	External Stakeholders	<ul style="list-style-type: none"> • Internship candidates and current interns • Clinicians, Researchers and Educators within the alliance and other state/regional organisations across Victoria • Parkville Cancer Clinical Trials Unit (PCCTU) • Clinical Trials workforce & external education providers • Cancer Trials Australia • Cancer Council Victoria 	

Position Context

The SKILLED Internship Program provides a practical and experiential education pathway that aims to increase the number of PhD, Masters, and Honors-level scientists to become Study Coordinators (SC) and Clinical Trial Administrative Officers (CTAO) within the clinical trials sector across metropolitan and regional Victoria.



While the current program funding is lapsing at the end of June 2024, new state government funds have been secured for the next 2 years, from July 2024 to end of June 2026. The 2024-2026 program objectives are to:

- Strengthen the Victorian clinical trials sector by introducing science-trained graduates into the workforce;
- Understand current and emergent needs of the urban and regional clinical trials sector and adapt and continuously improve SKILLED educational programming to meet those needs;
- Demonstrate utility and implementation of relevant theoretical knowledge into the practice of the workforce education and training program;
- Retain SKILLED intern graduates in the clinical trials sector, particularly in the regions;
- Continue to build the program through the incorporation of additional craft groups and sites across Victoria;
- Ensure the lived experience of cancer is embedded in all programming to provide the interns with perspective and purpose.

Position Purpose

The role of Program Manager is responsible for the management of a program of project-based work. The position works closely with stakeholders, consumers and colleagues to achieve agreed milestones and objectives within a timebound budget.

As Program Manager, SKILLED Internship, this position will be responsible for managing the end-to-end internship placement and training program, including: preparing for each internship intake, coordinating the recruitment, placement and induction of the the intern cohort and ensuring the smooth running of the program through to completion, reporting and evaluation.

With guidance and direction from the Senior Manager, SKILLED Internship Program & Regional Advisor (Senior Manager), the Program Manager will ensure the smooth management of the internship program. This will involve regular liaison with key stakeholders at the Parkville Cancer Clinical Trials Unit (PCCTU), educators, presenters, interns and clinical trial host sites (metro and regional clinical trial units). The Program Manager will provide support for and work closely with the Internship and Education Administration Coordinator to coordinate program and educational activities, including the final quality improvement project presentations made by the interns annually and conducting pre-recruitment promotional events with universities and students. The role will ensure timely and accurate reporting and evaluation of the program in line with funding requirements.

As a small and dynamic backbone team within a large alliance, VCCC Alliance team members are expected to manage their meetings, presentations, and general administration and to support colleagues across portfolios through timely communication and a collaborative teamwork approach. The success of this role hinges on effective teamwork, working closely with the Internship and Education Administrator and Education team members to facilitate information sharing, progress updates and alignment on necessary administrative tasks that will ensure a cohesive approach.

Areas of Responsibility

Planning, communication, and well-organised project and program management skills are fundamental requirements for the program management position. The role of Program Manager has three main areas of responsibility:

- Internship Program Management

- Relationship Management
- Reporting & Administration

Internship Program Management

- Monitor and ensure compliance with the SKILLED Internship program objectives and milestones in collaboration with the Senior Manager (Senior Manager), key stakeholders and host sites
 - Monitor and ensure compliance with program metrics aligned with program and contractual funding expectations
 - progressively track and report on agreed measures to support strategic evaluation requirements
 - develop program workplans and schedule regular program meetings, develop meeting presentations, agendas and minutes
 - utilise Asana or other agreed methods to streamline and digitalise workflows to improve efficiency, involve colleagues early in program planning and requirements, track and report on outcomes
 - gather, synthesise, interpret and communicate evaluation feedback and the evidence-base that supports the future development/continuous improvement of the program
 - ensure that required program -related templates, forms and reports are completed in a timely fashion
 - facilitate meetings, workshops in consultation with education providers, symposia and other events as required
- Facilitate and manage end-to-end host site recruitment processes, including:
 - conducting audits to assess suitability, and
 - providing supervisor information sessions
- Manage the recruitment of suitable interns in communication with host sites, working closely with the Internship and Education Administration Coordinator
- Manage and facilitate intern orientation and induction training, online and in-person, along with other relevant workshop and training schedules
- Manage risks/issues in close liaison with the Senior Manager
- Identify opportunities for leveraged funding and support funding applications where required

Relationship Management

- Agree ways of working and develop communicative and respectful working relationships with key program stakeholders, committees, working group(s) and consumers associated with the Internship Program:
 - organise regular intern and host site communication meetings (usually via ZOOM) and take and circulate minutes and/or meeting recordings as required
- Consult with and support stakeholders and contributing educators to co-design new training programs as required
- Ensure the continuation of inclusion of consumers throughout the program cycle to leverage valuable lived perspectives and input
- Collaborate with the Senior Manager, Consumer Involvement to support the consumer engagement strategy, monitor metrics and report on relevant program outcomes
- Consult with key program stakeholders to conduct process and outcome evaluations
- Collaborate with relevant stakeholders to facilitate intern shadowing and practical application opportunities, leveraging the expertise of the Parkville Cancer Clinical Trials Unit (PCCTU) and other host sites.
- Cultivate and maintain relationships with existing and potential partners, including universities and other institutions:
 - facilitate and participate in presentations to students from university partners.



Reporting and Administration


- Manage and support the activities associated with the recruitment of interns, including:
 - arranging for the advertisement and digital communication of internship opportunities, in liaison with the People & Culture and Communications team
 - conducting shortlisting against selection criteria
 - preparing interview packs and, in collaboration with the Internship and Education Administration Coordinator, schedule suitable candidates for interview
 - Assisting in the coordination of interview panels and support the administration of candidate responses
 - conducting reference checking
 - coordinating interview panels' recommendations for matching interns with host sites
 - assisting with the drafting of internship offer letters
- Follow and use internal systems, templates and procedures in the course of managing the operational elements of the Clinical Trial Administrative Officer and Study Coordinator training programs, including the following activities:
 - maintaining accurate template spreadsheet data
 - organising meetings and events and associated correspondence
 - training requirements
 - contracting and procurement
 - budget management
 - program reporting
 - evaluation reporting
- Manage the collection and storage of confidential information, including intern candidate information, which may include CVs, certified copies of qualifications, immunisation certificates, permanent residency status and other documentation associated with each intern:
 - Review downloaded competency assessment data to identify any interns who may not be on track to gain the necessary experience and expected level of competency and arrange assessment by the educator
 - Translate competency graphs for each internship cohort in preparation for reporting and presentation requirements
- Develop and prepare reports to support evaluation requirements and meet scheduled reporting requirements compliant with funding or contractual agreements.

Line Management

- Oversee and provide support to the Internship and Education Administrator (Administrator), agreeing goals and learning objectives, providing feedback, coaching and support
- Meet regularly with the Administrator and share information and updates and including them in stakeholder meetings as relevant, to ensure the seamless coordination of program activity

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
 - **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 collegially with all colleagues, stakeholders and committees to ensure the most effective outcomes
- Contribute to staff and team meetings, sharing updates, learnings, challenges, wins and opportunities

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- 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 the appointment.
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Key Selection Criteria:


Experience

- Proven relevant experience such as: a project/program manager or senior administrative coordinator within a clinical trials unit or health-related profession with acute health environment experience; project manager or program coordinator in the health or academic sector, senior administrator in the tertiary education sector such as graduate program coordinator/manager
- Experience working collaboratively to co-design and develop program objectives and plans
- Significant project and program management experience working in or with the health sector (in particular, the clinical trial, bio-medical and/or health service environment)
- Experience effectively managing collaborative relationships and coordinating requirement with senior academics, clinicians, researchers, students, and/or senior stakeholders and/or state government representatives
- Demonstrated experience in the coordination of content development, delivery/facilitation, promotion, and evaluation of both in-person and eLearning educational activities in a complex environment, preferably in the health sector

Skills & Expertise

- Knowledge and solid understanding of the regulatory, ethical and governance and good clinical practice requirements within the clinical trials sector
- Good understanding of project management frameworks and methodologies
- Proven ability to develop realistic project metrics to inform strategic evaluation requirements
- Proven ability to calmly manage multiple projects and multiple stakeholders simultaneously, with practised prioritisation skills
- Excellent oral and written communication skills
- Skilled in developing clear presentations, reports, meeting/workshop facilitation (including providing secretariat support) and comfortable presenting to varied audiences
- Advanced Microsoft Office skills, particularly Excel and PowerPoint, prior or use of Asana desirable or a similar project/tasks management platform.

Desirable

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- Understanding of the SKILLED clinical trial internship program
 - Experience in recruitment and selection, training and evaluation processes a distinct advantage.
 - Understanding of adult learning theory and practice and knowledge of internship/educational program development desirable
 - Demonstrated skill in the use of interactive learning platforms (LMS) an advantage
 - Experience working within the tertiary sector is an advantage

Qualifications

- Tertiary qualification in a relevant discipline, such as nursing or allied health, , research public health project management, education, or equivalent work experience.

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 of who needs to be at the table
- Shares ideas and welcomes alternatives from diverse stakeholders and groups to drive solutions and overcome barriers
- Thinks laterally and pursues opportunities for innovation, embracing missteps as an opportunity to learn
- Identifies opportunities to support, encourage and facilitate equity and quality of cancer care
- Calm in dealing with time demands, incomplete information or unexpected events
- A self-aware leader who is experienced in coaching others to success, honest in providing feedback, and generous in sharing knowledge.

Organisational Context

Vision

To save lives by integrating 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 cutting-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. It starts by defining a shared problem and working with members, consumers and partners to codesign a shared vision to solve it. Strategic leadership is drawn from across the members. 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 in integrated, research-driven, consumer-informed cancer research, education, and patient care.



Our Team

We are a tight-knit team of staff who form the backbone of the VCCC Alliance. We work to facilitate the power of collective impact across the alliance and beyond. We are committed to working within 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 alone.

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

Equity and Inclusion:

The VCCC Alliance is an equal opportunity employer and is committed to providing a workplace free from 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, 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.

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.

Term: Maximum Term to 30 June 2026.