

# Position Description


## Project Manager, Nursing Education



<b>Position Title:</b>	<b>Project Manager, Nursing Education</b>		
<b>Reports To:</b>	Direct	Senior Manager Cancer Nursing	
	Indirect	Associate Director Education	
<b>Direct Reports:</b>	N/A		
<b>Position Type:</b>	Part time FTE 0.8	<b>Location:</b>	Hybrid working model: on-site at 305 Grattan Street Melbourne for a minimum of 2 days per week or as required.
<b>Key Relationships:</b>	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. This role will work closely with:</p> <ul style="list-style-type: none"> <li>• Education team</li> <li>• Leadership team</li> <li>• Senior Manager Research</li> <li>• Collective Impact team</li> <li>• Corporate Services team</li> </ul>	
	Member & Affiliate Member Stakeholders	<ul style="list-style-type: none"> <li>• Cancer Nursing Lead</li> <li>• Clinicians (particularly nurses), researchers and educators across the VCCC Alliance</li> <li>• VCCC Alliance Board Committees – including Cancer Education &amp; Training Advisory Committee (CETAC), Cancer Research Advisory Committee (CRAC) and Consumer Cancer Advisory Committee (CCAC) and their chairs.</li> <li>• Program Steering Group members</li> <li>• University of Melbourne – Melbourne School of Professional and Continuing Education (MSPACE), Faculty of Medicine, Dentistry and Health Sciences (MDHS), Department of Nursing, and Melbourne Medical School</li> </ul>	
	External Stakeholders	<ul style="list-style-type: none"> <li>• External education providers</li> <li>• Services providers such as venues, catering etc.</li> </ul>	

### Position Context

VCCC Alliance’s organisational goals and the programs of work we manage are based on problems and gaps identified in the cancer healthcare sector that no one organisation can progress, fix, or change on their own. These problems are identified and prioritised in consultation with alliance members, partner stakeholders and consumers across Victoria. Funding is sought and when secured, objectives are then developed into time-bound programs of work aligned with organisational strategy. This process is cyclic.



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To enable us to work in this way, VCCC Alliance has a dynamic program delivery team who work along-side stakeholders and consumers with lived experience of cancer to develop, implement, co-ordinate and evaluate project-based programs of work.

Programs and projects are generally long-term and integrated into an overarching program plan of strategically linked projects and objectives. Programs are not static but evolve, change and/or conclude over time, particularly when a new funding business case is developed following consultation with alliance and partner stakeholders and consumers every four to five years.

The delivery team is made up of Senior members, Program Managers, Project Managers, Project Leads, Coordinators and Administration roles. These roles collaborate closely with colleagues from all areas of the business ranging from events and communications to education and corporate services, working as part of a relatively small and interdependent team who provide individual expertise while pulling in one direction to achieve strategically aligned outcomes.

### **Position Purpose**

The Project Manager, Nursing Education is responsible for the management of project-based work associated with core educational activities. The position works closely with stakeholders, consumers, and colleagues to achieve agreed milestones and objectives within a timebound budget.

The Project Manager role scope can vary, seeing you work on projects from idea to completion; you may also be responsible for part of a project for reasons such as bringing certain expertise to a project for a required period. The Project Manager therefore must be dynamic and will, over time, be assigned to manage different projects, or iterations of a projects, dependent on the incumbent's capacity, experience, and capability and, where possible, their preference and developmental objectives.

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

Initially, The Project Manager, Nursing Education will focus on key cancer nursing workforce projects. In particular, this role will support the development and implementation of a National Melanoma Nurse Education Program. Developing a cancer nursing workforce capable of delivering best-practice clinical care and ensuring optimal patient outcomes is a key priority for the VCCC Alliance. Central to this effort is fostering research literacy among nurses, enabling them to implement evidence-based practices effectively.

In this role, you will support the Senior Manager of Cancer Nursing in driving the success of current programming, ensuring alignment with the strategic objectives of the VCCC Alliance. Your contributions will play a pivotal role in advancing initiatives that enhance the capability of cancer nurses to provide high-quality, evidence-informed care.

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### **Areas of Responsibility**

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

- Project management
- Relationship management
- Reporting and administration




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## Project Management

- Contribute to developing and planning project objectives and milestones in collaboration with key program stakeholders, such as the Senior Manager, program Chair and steering group members.
- Contribute to the development of program and project metrics early in the planning stage to ensure realistic measures are agreed and in place that can be progressively tracked and reported on to support strategic evaluation requirements.
- Follow and use internal systems and procedures while managing programs and associated projects, including the following activities:
  - events
  - educational requirements
  - contracting and procurement
  - budget management
  - evaluation reporting
  - program resourcing
- Support the management of projects by:
  - Tracking and managing the budget in liaison with the Finance Manager, Senior Manager, Chair(s) and program steering group, as relevant.
  - Managing and completing contracts and procurement processes in liaison with the Contracts & Procurement Manager, ensuring contract terms are adhered to and invoices received & processed.
  - Tracking project issues and risks and putting in place relevant mitigation plans & strategies.
  - Tracking and managing the achievement of project milestones in regular liaison with Senior Manager, steering groups, Chair(s) and project working groups, including:
    - develop project workplans and schedule regular meetings, develop meeting presentations, agendas, and minutes.
    - utilise ASANA or other agreed methods to share progress, involve colleagues early in project planning and requirements, track, and report on progress.
    - gather, synthesise, interpret, and communicate the evidence-base that facilitates development of project workplans.
    - ensure that required project-related templates, forms and reports are completed in a timely fashion.
    - develop and run meetings, workshops, symposia, and other events as required.
- Help identify opportunities for leveraged funding and support funding applications where required.
- Assist in seeking and securing sponsorship funding for events to ensure financial viability where required.

## Relationship Management

- Agree ways of working and develop communicative and respectful working relationships with Senior Manager Cancer Nursing, Cancer Nursing Lead, program Chair(s), steering group members, working group(s) and consumers associated with the Project.
- Ensure the inclusion of consumers early in program development and throughout the project cycle to leverage valuable lived perspective and input.
- Collaborate with the Senior Manager Consumer Involvement to support the development of a consumer inclusion strategy, monitor metrics and report on relevant program outcomes.
- Manage ethical resourcing and support for consumer-led (or patient-partnered) research initiatives if relevant to the project.
- Develop and strengthen collaborative working relationships across organisations relevant to further developing and delivering the objectives of the projects.

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- Work with project Chairs, steering groups, project working groups and other stakeholders to conduct process and outcome evaluations.

### Reporting and Administration

- Support Program steering groups and Project working group meetings by developing agendas and workplans, and by documenting decisions and outcomes via minutes and agreed actions:
  - organise in-person and hybrid steering group and working group meetings, including relevant reading materials with adequate time to allow all to prepare and participate effectively.
- Work with team members and stakeholders to coordinate events such as seminars or educational events arising from the project, planning to allow adequate time, involvement, and resourcing:
  - complete necessary forms and processes via SharePoint or Asana as required.
- Work with communications team members to develop high quality material to communicate and promote project activities, opportunities, and achievements.
- Prepare status reports for internal and external project management purposes.
- Contribute to the development of evaluation KPIs and reporting requirements.
- Develop and prepare reports to support evaluation requirements and meet scheduled reporting requirements required under funding or contractual agreements.

### Education and research

- Contribute to the development of a VCCC Alliance-wide strategic direction for the nursing workforce with a focus on creating new networks of expertise that facilitate knowledge transfer and practice change.
- Lead the development, delivery, and evaluation of evidence-based educational initiatives to enhance the skills and knowledge of cancer nurses.
- Facilitate nursing-led research, integrate research findings into clinical practice, and support the professional development of nurses in research methodologies.
- Build and maintain relationships with key stakeholders, including academic institutions and healthcare organisations, to advance cancer nursing education and research.
- Drive quality improvement projects and innovative practices in cancer nursing education and research to continually elevate care standards.

### General Requirements

- Be mindful of the way you work with others and constantly strive to work within our Organisational Values:
  - **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 collegiately 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.
- Collaborate with the Senior Manager Consumer Involvement to develop policy and/or practice supportive of consumer engagement and wellbeing
- 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.

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- 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:

#### Experience


- Experience working collaboratively to develop project objectives, plans and track the timely delivery of project activities and milestones, ideally in cancer nursing or nursing setting.
- Experience managing collaborative relationships with senior academics, clinicians, researchers, and senior stakeholders and/or state government representatives.
- Experience writing reports, briefs, presentations, and other written communications for a range of audiences.
- Extensive nursing experience, preferably in the cancer setting with a demonstrated understanding of:
  - system-level opportunities and barriers for optimal integration of research, education/training and clinical care
  - developing and providing nursing education programs utilising a variety of modes of delivery

#### Skills & Expertise

- Excellent oral and written communications skills, including report writing, presentation and meeting/workshop facilitation.
- Experience in managing content development, delivery, promotion, and evaluation of educational activities in complex health care settings.
- Understanding of project management frameworks and methodologies, with ability and skill to adjust processes to problem solve and remove unnecessary complexity.
- Skilled in the co-design of project goals and milestones, with the ability to manage inputs from multiple stakeholders toward consensus.
- Proven ability to calmly manage multiple projects and multiple stakeholders simultaneously, with practiced prioritisation skills.
- Proven organisational ability with the skill to prioritise work to deliver on multiple projects with conflicting timeframes.
- Demonstrated ability to facilitate development of a complex program of work and attract leveraged funding and/or sponsorship.
- Demonstrated experience empowering consumers to proactively contribute to program activities and generate evidence required for health system-related changes.

#### Desirable

- Experience involved in cancer related research projects.

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- Experience in following Prince II or similar project management framework to effectively manage a complex program of work.
  - Experience in conducting literature searches and reviewing information to inform relevant projects.
  - Experience in the delivery of e-learning educational content development, moderation, and facilitation.

### Qualifications

- Registered with the Nursing and Midwifery Board of Australia via AHPRA
- Graduate certificate, Graduate diploma or Masters in a relevant speciality (e.g., cancer nursing)
- Experience and/or qualifications in education and teaching

### The Person

- Makes inclusive decisions with a big picture mindset and builds on ideas with an open mind.
- Builds strong and sustainable relationships to achieve agreed results, with awareness for who needs to be at the table.
- Thinks laterally and pursues opportunities for innovation, embracing missteps as an opportunity to learn.
- A thought-leader who is persuasive, with the ability to positively influence others and build consensus.
- A self-aware leader who is experienced in coaching others to be successful and who is honest in providing feedback and sharing knowledge generously.

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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 across the members 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.



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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: Max term June 30, 2026**