

# Position Description


## Program Manager, Health Equity



<b>Position Title:</b>	<b>Program Manager – Health Equity</b>		
<b>Reports To:</b>	Direct	Senior Manager – Health Equity	
	Indirect	N/A	
<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 of 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>• Project Manager, Regional Equity Program</li> <li>• Aboriginal and Torres Strait Islander Program Manager</li> <li>• Learning Designer, Equity Education</li> <li>• Program Coordinator, Health Equity</li> <li>• Research and Education Lead, Regional and Rural Health</li> <li>• VCCC Alliance Health Equity Advisory Group</li> <li>• Education Team</li> </ul>	
	Member & Affiliate Member Stakeholders	<ul style="list-style-type: none"> <li>• VCCC Alliance member and associate member organisations</li> <li>• Researchers leading VCCC Alliance health equity projects</li> <li>• VCCC Alliance Consumer Network</li> <li>• VCCC 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> </ul>	
	External Stakeholders	<ul style="list-style-type: none"> <li>• Multicultural and Aboriginal and Torres Strait Islander community organisations</li> <li>• Consumers from priority populations (regional and metro)</li> <li>• Relevant government and non-government agencies</li> </ul>	

### POSITION CONTEXT

The Health Equity team sits within the Strategic Programs Portfolio and works in an integrated way with all teams across the VCCC Alliance, given the nature of the work. The team is focused on developing and delivering equity-based projects and initiatives to improve cancer outcomes for Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse (CALD) communities, and other underserved populations, within a broader suite of VCCC Alliance programs. The primary delivery model for this work is the Cancer Equity Framework. The Health Equity team’s role is fourfold:

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- Identify and capitalise on opportunities to improve equity across VCCC Alliance programs and ways of working by embedding the VCCC Health Equity Advisory Group and associated activities through their influence and involvement;
  - Support the ongoing implementation of the Aboriginal and Torres Strait Islander led initiative and conduct work to progress action for other identified underserved groups, such as people from culturally and linguistically diverse backgrounds and regional Victorians;
  - Implement a Regional Equity Program (REP) that aims to strengthen regional cancer workforce capacity through equity-based professional development activities, education and training, and research, as well as translation of findings into improved care for those affected by cancer, with an emphasis on priority populations;
  - Oversee data improvement work to help identify the drivers of poorer cancer outcomes and form an evidence base for targeted interventions and positive, measurable impact.
  - Design and lead qualitative studies that explore access, experience and outcomes across diverse population groups to help identify the drivers of poorer cancer outcomes.

## POSITION PURPOSE

The Program Manager, Health Equity role is responsible for providing expertise and support for VCCC Alliance stakeholder members and partners to identify and work with CALD populations experiencing poorer cancer outcomes and supporting, developing, and driving projects to improve cancer care outcomes for Aboriginal and Torres Strait Islander Peoples, culturally and linguistically diverse (CALD) communities, regional communities, and other communities facing disadvantage. It has been created to reflect the intersectional approach to addressing the four goals of the Health Equity Program, with an understanding of the interlinked nature of qualitative data, projects, and governance.

In partnership with the Senior Manager Health Equity and the wider Health Equity team, the Program Manager will be responsible for building and maintaining relationships with key Aboriginal Controlled Community Organisations, multicultural organisations, and consumers, working with them to continue defining the specific deliverables of this program of work.

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 and general administration and to support colleagues across portfolios through timely communication and a collaborative approach to teamwork.

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## Main Responsibilities

### Program Management

- Through interactions with stakeholders, incrementally demonstrate the following responsibilities:
  - Gather and synthesise evidence to inform program activities
  - Operationalise concepts and develop tactics to achieve strategic program objectives
  - Track project-related milestones, deliverables, metrics and key requirements, including setting up systems for monitoring progress
  - Take responsibility for managing agreed key initiatives that arise during program development and implementation, and identify and manage risks and opportunities that may arise.
- Prepare high-quality communications material, reports and presentations to support the program planning, implementation and evaluation requirements, meeting scheduled reporting requirements required under funding or contractual agreements
- Coordinate workshops and/or events and teleconferences pertaining to the Health Equity program of work.
- Scope and identify strategic project opportunities that support Health Equity Program goals and deliverables.

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- Develop and submit relevant funding applications and proposals for growth opportunities.

### Relationship Management

- Initiate, develop and steward relationships and collaborations with organisations working with priority populations, including, but not limited to, culturally and linguistically diverse support organisations, refugee and asylum seeker organisations, LGBTIQ+ and disability organisations, regional health providers and community organisations.
- Build relationships with healthcare professionals, researchers, consumers and community-based organisations across the state to support inclusive partnership and collaboration to achieve program goals.
- Ensure the inclusion of consumers early in program development and throughout the program cycle to leverage valuable lived perspectives and input.
- Develop and strengthen collaborative working relationships across the organisation and the broader Alliance to further develop and deliver the objectives of the Health Equity program/projects.

### 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 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:

### Experience

- Demonstrated knowledge and experience in working with one or more populations and people at risk of poorer health outcomes, including but not limited to: Aboriginal and Torres Strait Islander Peoples, Culturally and Linguistically Diverse populations, refugee and migrant communities, people with disabilities, LGBTIQ+ people, and regional and rural communities.
- Demonstrated knowledge and experience of implementing health equity principles in project design and implementation, communication and/or resource development.
- Experience in working with diverse stakeholder organisations, particularly Culturally and Linguistically Diverse or Aboriginal and Torres Strait Islander community organisations.
- Significant experience in working collaboratively to develop project objectives, plans and tracking of risks, and the timely delivery of project activities and milestones within budget, ideally in health equity, public health, cancer research, biomedical or cancer healthcare settings.
- Experience in managing and completing contracts and procurement processes.

### Skills & Expertise

- Excellent oral and written communication skills, including report writing, presentation and meeting/workshop facilitation.
- 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 practised prioritisation skills.
- Experience in providing secretarial support to working groups or committees, including agendas, hybrid meeting facilitation, presentations, and minutes/actions.
- Demonstrated experience empowering consumers to proactively contribute to program activities and generate evidence required for health system-related changes.
- Demonstrated track record of conducting equity-focused qualitative studies, preferably within healthcare or community settings.

### Desirable


- Experience working within the health sector, University sector or related area.
- Solid understanding of the regulatory, ethics and governance requirements of translational research.

### Qualifications

- Tertiary degree (or postgraduate qualification) in a relevant discipline such as health, health equity research, public health, social science, community development or an equivalent combination of education, training, and 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

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- Identifies opportunities to support, encourage and facilitate equity and quality of cancer care
  - A thought-leader who is persuasive, with the ability to positively influence others and build consensus.
  - A self-aware professional 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 start by defining a shared problem and working together with members, consumers, and partners to co-design 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, and 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, 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**