

### **Expressions of Interest sought: casual Website Content Producer**

*Short term casual appointment: flexible options available eg. 2 weeks full time, or 3 to 4 weeks part time*

The VCCC Alliance is offering a great, full or part time casual project role for a Website Content Producer:

- Perfect opportunity for an ICT/digital technology student close to graduation or a recent graduate
- Gain valuable hands-on experience and build your CV
- Flexible hours and working-from-home options negotiated with the successful applicant to work around individual availability and study requirements
- Office conveniently located in the Parkville precinct, opposite the Royal Melbourne Hospital

### **About the Position**

VCCC Alliance has a short-term role available for a Website Content Producer who is looking for a hands-on opportunity to gain experience working on a professional digital transformation project.

The opportunity has been created to support a new initiative which will develop and culminate in the launch VCCC Alliance's Centre for Cancer Education website. One of the early steps identified in this project is the requirement to migrate existing high quality, globally applicable, educational content from the VCCC Alliance website to what will become the new Centre for Cancer Education digital platform. The aim of this project is to enable global access to educational programming and a collaborative platform for dissemination of cancer-related educational resources.

The Website Content Producer will be responsible for the migration of the VCCC Alliance's existing digital cancer education content from our website to the new educational platform. The incumbent will also contribute to the development of the new platform to ensure useability and accessibility with support and guidance from Program Managers and the Associate Head of Education.

### **Key Responsibilities**

1. Production of existing digital educational materials to prepare them for successful migration across to the new digital platform
2. Developing website resource pages suitable for the educational content to be migrated across to the new platform
3. Migrating the educational content to the new website
4. Working with the guidance of the eLearning Developer to create interactive online learning resource pages

### **Key Selection Criteria:**

#### **Skills and Experience**

- Experience in producing and migrating website content in various formats (written, visual, video, interactive, etc)
- Experience producing, editing, proofing and publishing website content in suitable formats (written, visual, multi-media, etc) to meet identified user needs – with consideration of searchability, user friendly access and look and feel

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- Demonstrated knowledge of and proven experience in the use of a Learning Management System
  - Demonstrated knowledge of all aspects of the multimedia development lifecycle, including the ability to provide appropriate support in the design and development of quality educational multimedia projects
  - Demonstrated ability to manage priorities to meet agreed project objectives and deadlines, using initiative to identify potential issues and communicate progress
  - Proven ability to work within a project team to deliver outcomes to time and budget

#### **Desirable**

- Experience in eLearning, educational learning design, graphic illustration, 2D animation and associated software (eg H5P, Advanced PowerPoint, Articulate, Adobe Creative Cloud suite, Excel and other graphic programs)
- Experience working in education would be an advantage

#### **Qualifications**

- A graduate or student close to completing a tertiary qualification in digital technology / ICT or similar

#### **Term and Time Commitment**

- Availability to commit to 2 weeks full time (38 hours per week) or part time over a 3 to 4 week period, commencing ASAP.
- The successful applicant will be paid a casual hourly rate commensurate with experience.

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#### **About the VCCC Alliance**

The vision for the Victorian Comprehensive Cancer Centre Alliance (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 to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Program Plan.

#### **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.

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 with member organisations. Collective impact starts by defining a shared problem and working together with our members, consumers and partners to codesign



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a shared vision to solve it. We agree on actions and how to regularly measure progress, to not only communicate headway but to also allow for continuous learning and improvement.

Our team fosters and coordinates 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 the 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*

### **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, 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.

### **Further Information**

For further information about VCCC Alliance, please go to our website: [vcccalliance.org.au](http://vcccalliance.org.au)**Error! Hyperlink reference not valid.**

For confidential enquiries regarding applying for this role, please contact:  
eLearning Developer, Alicia Mew on [alicia.mew@unimelb.edu.au](mailto:alicia.mew@unimelb.edu.au) or Associate Head of Education, Kyleigh Smith on [kyleigh.smith@unimelb.edu.au](mailto:kyleigh.smith@unimelb.edu.au)

### **To Express Your Interest**

To express your interest in this role, please send your CV and covering letter outlining the key reasons for your interest, specifically addressing the key selection criteria above and email your EOI to Alicia Mew at [alicia.mew@unimelb.edu.au](mailto:alicia.mew@unimelb.edu.au) no later than COB **25 July 2022**.