

Position Description

National Program Manager, Regional Education



Position Title:	National Program Manager, Regional Education		
Reports To:	Direct	Associate Director, Education	
	Indirect	Senior Manager, Health Equity	
Direct Reports:	Education Projects Coordinator		
Position Type:	Part time 0.8 FTE	Location:	Hybrid working model: on-site at 305 Grattan Street Melbourne for a minimum of 2 days per week or as required.
	Maximum term to 30 June 2027		
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"> • Senior Manager, Skilled Internship Program and Regional Advisor • Senior Manager, Cancer Nursing • Senior Manager, Consumer Involvement • Education Team • Strategic Program Team, particularly Senior Manager Health Equity and Aboriginal and Torres Strait Islander Program Manager • Corporate Services Team 	
	Member & Affiliate Member Stakeholders	<ul style="list-style-type: none"> • Clinicians, Researchers and Educators within the VCCC alliance • Co-Leads • VCCC Alliance Cancer Education and Training Advisory Committee (CETAC) members 	
	External Stakeholders	<ul style="list-style-type: none"> • Regional Cancer Centre staff nationally • Regional Partnership Coordinator • Clinicians, Researchers and Educators from Partners and stakeholders nationally • National Steering Group members and any relevant working groups 	

Position Context

VCCC Alliance’s organisational strategy 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 system-level problems are identified and prioritised in consultation with alliance member and partner stakeholders, government bodies, and consumers across Victoria and nationally. Grants for funding



are sought and when secured, objectives are then developed into time-bound programs of work aligned with organisational strategy and funded objectives.

The National Program Manager, Regional Education is grant funded through to 30 June 2027. The program of work made up of multiple connected projects centred around the *Empowering Regional Cancer Care in Underserved Populations* national initiative. This project, originally piloted in Victoria through the Regional Cancer Partnership Forums, has demonstrated significant impact in addressing educational inequalities for regional healthcare professionals involved in cancer care. Given this success, the initiative is now scaling nationally.

The National Program Manager, Regional Education will focus on planning and delivering an Australia-wide Regional Workforce Educational Support Strategy. The strategy will be designed to enhance cancer care delivery for underserved populations by providing tailored educational content to a wide range of professionals, including medical specialists, nurses, allied health professionals, researchers, educators, generalists, and consumer advocates. The educational content will be disseminated through various modalities, such as bimonthly forums, a quarterly online 'Author in the Room' journal club, and a digital resource hub, all focussed on fostering a robust community-of-practice among regionally-based participants.


The National Program Manager, Regional Education will be pivotal in driving the success of the program's long-term goals: to standardise and elevate cancer care in underserved regional areas, ensuring equitable access to evidence-based resources, improving clinical outcomes, and ultimately empowering healthcare professionals to deliver high-quality, patient-centred cancer care across Australia. As such the incumbent will need a background in clinical cancer care, such as nursing or allied health professional. The role will work closely with a national steering group and two expert Co-Leads to oversee governance, ensure alignment with the program's goals and manage collaborative partnerships with key stakeholders across the country, also working toward leveraging digital platforms to enhance accessibility, foster knowledge exchange and to encourage collaboration across regions.

Through this role, the National Program Manager, Regional Education will lead the program of work to ensure that regional healthcare providers have access to standardised, high-quality cancer care education aligned with the **Australian Cancer Plan** and the **Aboriginal and Torres Strait Islander Cancer Plan**. This includes focusing on areas such as cancer prevention, early detection and consumer involvement, with the ultimate goal of enhancing cancer care in underserved populations across Australia.

The program will be evaluated by the University of Melbourne's Evaluation and Implementation Science Unit, with findings contributing to national and international best practices in regional cancer care.

Position Purpose

The National Program Manager, Regional Education is responsible for co-developing and project managing the planning, implementation, roll out and reporting of a national Regional Workforce Educational Support Strategy based on funded project objectives. The role will manage the program, working closely with a wide range of stakeholders and contributors to achieve agreed milestones and objectives within a timebound budget. The role will work collaboratively with two expert Co-Leads and a national steering group to both govern and progress the work. The strategy will address the critical need for upskilling and supporting regional healthcare professionals in delivering high-quality cancer care to minority groups, especially in underserved regions, to reduce the gap in known cancer care disparities.



The National Program Manager, Regional Education will be responsible for ensuring the national reach of the program and that the educational content remains relevant to the needs of regional healthcare professionals as identified through feedback mechanisms including surveys, interviews and consultations. The incumbent will focus on coordinating the codesign, implementation, and evaluation of key educational projects, working closely with education team colleagues, based on initial gap-analysis and setting up regular feedback loops. Educational outputs will include the development and implementation of forums, journal clubs, discussion forums, and a resource hub, in collaboration with regional stakeholders, to provide tailored, evidence-based resources and practical guidance to medical specialists, nurses, allied health professionals, researchers, educators, consumer advocates, and other healthcare professionals involved in cancer care. The forums, hosted by rotating interstate regional health services, will showcase regional expertise, case studies, culturally appropriate practices, and consumer perspectives, while also engaging participants through live Q&A sessions and access to a range of resources.

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.

Areas of Responsibility

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

- Program Management
- Relationship Management
- Reporting and Administration

Program Management

- Develop and plan program objectives and milestones identifying specific events and stages in each project's progression in collaboration with key program stakeholders, such as the Associate Director of Education, Senior Manager Health Equity, Regional Advisor, program Chair(s), Co-Leads and steering group members
- Develop program and project metrics early in the planning stage to ensure realistic measures are agreed and in place to measure performance that can be progressively tracked and reported on to support strategic evaluation requirements
- Follow and use internal systems and procedures in the course of managing programs and associated projects, including the following activities:
 - events
 - educational requirements
 - contracting and procurement
 - budget management
 - evaluation reporting
 - program resourcing
- Manage programs by:
 - Tracking and managing the program budget in liaison with the Finance Manager, Chair(s) and program steering group, as relevant


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- Managing and completing contracts and procurement processes, using relevant templates, in liaison with Chief Operating and Financial, ensuring contract terms are adhered to and invoices received & processed
 - Tracking program issues and risks and putting in place relevant mitigation plans & strategies
 - Tracking and managing the achievement of program milestones in regular liaison with program steering group, Chair(s) and project working groups, including:
 - develop program workplans and schedule regular program meetings, develop meeting presentations, agendas and minutes
 - utilise Asana or other agreed methods to share progress, involve colleagues early in program planning and requirements, track and report on progress
 - gather, synthesise, interpret and communicate the evidence-base that facilitates development of program 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
 - 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 Co-Leads, program Chair(s), internal colleagues contributing to the program, steering group members, working group(s) and consumers associated with the program
- Consult with and support program Chair(s), steering group members and working group(s) to co-design project objectives and milestones, develop project plans and measures of success
- Ensure the inclusion of consumers early in program development and throughout the program cycle to leverage valuable lived perspective and input
- Collaborate with the Senior Manager Consumer Involvement to support the development of a consumer engagement strategy, monitor metrics and report on relevant program outcomes
- Develop and strengthen collaborative working relationships across organisations relevant to further developing and delivering the objectives of the program/projects
- Work with program Chairs, steering groups, project working groups and other stakeholders to conduct process and outcome evaluations

Reporting and Administration

- Support Program steering groups and 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 in advance 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 program 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

- Work in close collaboration with the Senior Manager, Cancer Nursing to support the development, delivery, and evaluation of evidence-based educational initiatives to enhance the skills and knowledge of cancer nurses, including:
 - contribute to the further 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;
 - support nurse-led research and the integration of research findings into clinical practice through professional development opportunities for nurses in the area of research methodologies;
 - drive quality improvement projects and innovative practices in cancer nursing education and research to continually elevate care standards.
- As a part of the stakeholder management required, also look to build and maintain relationships with key stakeholders, including academic institutions and healthcare organisations, to advance cancer nursing education and research.

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

Key Selection Criteria:

Experience

- Extensive nursing experience, preferably in a cancer setting, with a deep understanding of system-level opportunities and barriers to integrating research, education, and clinical



care.

- Experience working collaboratively to develop project objectives, plans and track the timely delivery of project activities and milestones, ideally in a health education, biomedical or cancer healthcare setting.
- Experience in scheduling and coordinating training forums, facilitating training workshops, presentations and coordinating presenters and educational panels.
- Significant relationship management experience, effectively managing the requirements of a wide range of multi-disciplinary stakeholders, including clinicians, researchers, allied health professionals, nurses, academics and/or consumers.
- Experience organising virtual and hybrid meetings/workshops and in providing secretariate support to working groups or committees including agendas, presentations, and minutes/actions.
- Experience writing reports, briefs, presentations and other written communications for a range of audiences.

Skills & Expertise

- Demonstrated ability to conduct educational needs analysis, including managing surveys and integrating feedback into comprehensive reports and actions.
- Understanding of project management frameworks and methodologies, with ability and skill to adjust processes to problem solve and remove unnecessary complexity
- Proven organisational ability with the skill to prioritise work to deliver on multiple projects with conflicting timeframes
- Excellent oral and written communications skills, including report writing, presentation and meeting/workshop facilitation
- Skilled in developing clear presentations and comfortable presenting to varied audiences
- Demonstrated experience empowering consumers to proactively contribute to program activities and generate evidence required for health system-related changes
- Proficient in the use of Microsoft Office suite and experience using Asana or similar project/tasks management system an advantage
- Skill in using hybrid communication technology such as Zoom, Teams, Slack and familiarity with using meeting AV equipment an advantage
- Skilled in the delivery of e-learning educational content development, moderation, and facilitation.

Desirable

- Experience in following Prince II or similar project management framework to effectively manage a complex program of work
- Ability to use a range of meeting audio visual equipment an advantage, as is uploading content to SharePoint or an Learning Management System
- Experience in conducting systematic literature searches and reviewing information to inform relevant projects.
- Experience working in the cancer sector is an advantage.

Qualifications

Tertiary qualification in Nursing preferred or allied health speciality with oncology experience.



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
- Identifies opportunities to support, encourage and facilitate equity and quality of cancer care
- Consciously considers equitable approaches to cancer care to include and address the needs of vulnerable groups
- Comfortable in taking the initiative and exercising judgement with diplomacy and sensitivity in resolving matters as they arise
- A thought-leader who is persuasive, with the ability to positively influence others and build consensus
- Calm in dealing with time demands, incomplete information or unexpected events

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.

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.

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.

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 2027. The tenure of this role is linked to government funding grant.