

Position Description

Program Manager - Centre for Cancer Education




Position Title:	Program Manager – Centre for Cancer Education (CCE)		
Reports To:	Direct	Associate Director Education	
	Indirect	Director of Education	
Direct Reports:			
Position Type:	Max term Part-time FTE 0.8	Location:	Hybrid working model: on-site at 305 Grattan Street Melbourne for a minimum 2 days per week or as required.
Key Relationships:	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"> • Education team • Corporate Services team (Finance, Contracts, Communication) • Strategic Programs Team (Health Equity, Research and consumer engagement) 	
	Member & Affiliate Member Stakeholders	<ul style="list-style-type: none"> • Research and Education Leads and Deputy Leads across tumour streams and cross-cutting themes • Clinical Translation Network members • VCCC Alliance Board Committees, including CETAC, CRAC, and CCAC 	
	External Stakeholders	<ul style="list-style-type: none"> • LMS hosting and support providers • Partner organisations and education collaborators (e.g., University of Melbourne) • Regional and national program partners • External eLearning developers and content suppliers 	

POSITION CONTEXT

The VCCC Alliance Centre for Cancer Education (CCE) is a statewide and national platform that delivers high-quality, evidence-based educational resources to the cancer workforce. The CCE integrates digital learning, webinars, accredited courses, and resource hubs to support workforce capability across clinical, academic, and consumer networks.

POSITION PURPOSE

The Program Manager, Centre Cancer Education (CCE), will ensure the effective management and optimisation, and will be responsible for the management, coordination, and quality assurance of the VCCC Alliance Centre for Cancer Education (CCE) and related digital education services. Ensuring content integrity and accessibility, managing stakeholder relationships, supporting data analytics and evaluation, and coordinating education



outputs across tumour streams and cross-cutting themes. Working closely with the Associate Director of Education, you will build and maintain collaborative stakeholder relationships with hosting and support providers and coordinate educational outputs from Clinical Translational Network Leads and Deputy Leads.

As a small and dynamic backbone team within a large alliance, VCCC Alliance team members are expected to manage their own meetings, communications, and administration, and to support colleagues across portfolios through collaborative and timely engagement. 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.

Main Responsibilities


Centre for Cancer Education Management

- Oversee day-to-day management and maintenance of the CCE platform and LMS to ensure a high-quality user experience.
- Liaise with LMS hosting and support providers to ensure service quality, timely updates, and issue resolution.
- Audit, catalogue, and coordinate review cycles for all CCE educational resources.
- Monitor and report on platform analytics, user engagement, and evaluation outcomes to inform continuous improvement.
- Collaborate with the Education and Corporate Services teams to ensure compliance with, and adherence to, data security and accessibility standards.
- Coordinate education outputs arising from Clinical Translational Networks and their Research & Education Leads.
- Support the planning, delivery, and evaluation of online and hybrid educational activities, webinars, and professional development resources.
- Manage small eLearning design and development projects, including content briefs, vendor liaison, and stakeholder approvals.
- Support accreditation and quality assurance processes for national and regional programs.
- Contribute to the development and promotion of online resource hubs and digital learning communities, and the evaluation frameworks and performance metrics.
- Prepare internal and external reports, presentations, and updates on program achievements to support continuous improvements to achieve educational best practices.

National Regional Program support

- Support the implementation and delivery of a national regional education program that strengthens cancer workforce capability and access.
- Coordinate the accreditation and promotion of online hubs and resource packages tailored to regional and remote healthcare settings.
- Collaborate with partners and local health services to plan, deliver, and evaluate regional webinars and workshops.
- Ensure national and regional education outputs align with the Australian Cancer Plan, Victorian Cancer Plan, and VCCC Alliance strategic priorities.
- Facilitate feedback loops and evaluation processes to ensure programs remain relevant, equitable, and responsive to workforce needs.

Stakeholder Engagement and Relationship Management

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- Build and maintain strong relationships with internal and external partners, including education collaborators, content providers, and clinicians.
 - Coordinate consultation processes and feedback loops with member organisations and learners to inform ongoing platform and program improvements.
 - Contribute to promoting and raising awareness of VCCC Alliance's education services and offerings.

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.

Key Selection Criteria:

Experience

- Demonstrated experience managing and maintaining an LMS or similar digital learning platform.
- Experience coordinating education or professional development programs in a complex or health-related environment.
- Experience designing, building, and developing online education or eLearning programs, including coordinating content development and collaborating with subject-matter experts.

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- Experience managing stakeholder relationships with education providers, IT vendors, or academic partners.
 - Experience supporting evaluation, analytics, and reporting in an education or training context.

Skills & Expertise

- Proven ability to design and develop high-quality online educational resources using modern eLearning tools and principles of instructional design.
- Strong project management and organisational skills, with the ability to manage multiple projects and priorities.
- Excellent written and verbal communication skills, including preparing reports, presentations, and digital content.
- Ability to translate analytics into insights to improve user experience and learning outcomes.
- Skilled in stakeholder engagement, collaboration, and relationship management.
- Understanding of eLearning design and development processes.
- Proficiency in Microsoft Office suite and digital collaboration tools (e.g., Teams, Asana, Zoom).

Desirable

- Experience in health, education, or research sectors.
- Familiarity with accreditation processes for professional education.
- Experience using data analytics tools and/or LMS reporting dashboards.

Qualifications

- Tertiary degree (or postgraduate qualification) in education, health, digital learning, project management, or related field.

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 of who needs to be at the table
- Innovative and adaptable in the face of changing organisational priorities and evolving education technologies.

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 alliance members and strategic partners 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