

# Position Description

## Senior Manager, Health Equity



<b>Position Title:</b>	<b>Senior Manager, Health Equity</b>		
<b>Reports To:</b>	Direct	Head, Quality and Strategic Initiatives	
	Indirect	CEO, VCCC Alliance	
<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>Aboriginal and Torres Strait Islander Programs Manager</li> <li>Data Manager</li> <li>Regional Coordinators</li> <li>Other support role(s) if and as required</li> </ul>		
<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 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"> <li>Leadership Team</li> <li>Program Managers &amp; Coordinators</li> <li>Collective Impact team members</li> <li>Education Team</li> <li>Corporate Services Team</li> <li>VCCC Alliance Health Equity Advisory Group</li> <li>Research and Education Lead/s – Health Equity, Regional</li> <li>Health Equity Steering Group</li> <li>VCCC Alliance Member Organisations</li> <li>VCCC Alliance Cancer Research Advisory Committee (CRAC)</li> <li>VCCC Alliance Cancer Education and Training Advisory Committee (CETAC)</li> <li>VCCC Alliance Cancer Consumer Advisory Committee (CCA Committee)</li> </ul>	
	Member & Affiliate Member Stakeholders	<ul style="list-style-type: none"> <li>VCCC Alliance Members, Associate Members and organisations with a collaborative partnership agreement in place.</li> <li>Regional Partners</li> </ul>	
	External Stakeholders	<ul style="list-style-type: none"> <li>Victorian Aboriginal Community Controlled Health Organisation</li> <li>Victorian Cancer Agency - Department of Health</li> </ul>	



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## Position Context

The Senior Manager, Health Equity will oversee the cross-cutting theme of health equity throughout the work of the VCCC Alliance. This could be implemented in a several ways, for example, it may be focussed on one large equity-focussed program or relate to embedding equity initiatives across several projects. The position may also work in multiple ways: providing advice to existing programs; initiating programs from design to completion; and/or completing existing programs/projects.

The Senior Manager, Health Equity role is therefore dynamic, requiring initiative and experienced creative thought. The role may, over time, be assigned to manage different programs and oversee progress against strategic health equity goals, dependent on the incumbent's capacity, experience and capability and, where possible, their preference and developmental objectives.

## Position Purpose

The role of Senior Manager, Health Equity is responsible for the management of a program of project-based work and leadership of a team focussed on the development and delivery of equity-based projects and initiatives. The position will work closely with stakeholders, consumers and colleagues to achieve agreed goals, milestones and objectives within a timebound budget.

Initially, the Senior Manager, Health Equity will be responsible for the development and delivery of the 'in-progress' VCCC Alliance Health Equity Program and will, over time, take up management of relevant equity related programs as future funding and strategic goals require. The incumbent will work closely with a Steering Group, working groups, and key stakeholders and will be accountable for driving ongoing development and implementation of Health Equity Programs across the organisation. This will include:

- Embedding the VCCC Health Equity Advisory Group and any associated activities to identify and capitalise on opportunities to improve equity across VCCC Alliance programs and ways of working;
- Supporting the ongoing implementation of the Aboriginal and Torres Strait Islander led initiative; and conducting work to progress action for other identified underserved groups, such as people from culturally and linguistically diverse backgrounds and regional Victorians.
- Overseeing data improvement work to help identify the drivers of poorer cancer outcomes and form an evidence base for targeted interventions and positive, measurable impact.

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.

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## Areas of Responsibility

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

- Project Leadership
- Relationship Management – with internal and external stakeholders
- Reporting and Administration
- Team Leadership

### Project Leadership

- Initiate and lead the health equity program, seeking opportunities to expand both the reach and scope of the program over time

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- Plan and implement program objectives and milestones in collaboration with key program stakeholders, such as the program Chair and steering group members
  - Develop and co-design 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 to manage programs and associated projects, including the following activities:
    - events
    - educational requirements
    - contracting and procurement
    - budget management
    - evaluation reporting
    - program resourcing
  - Manage and implement programs by:
    - 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.
      - 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.
  - Seek and secure sponsorship funding for events to ensure financial viability where required.

### **Relationship Management**

- Proactively build and expand equity stakeholders within and beyond the alliance
- Develop and manage key relationships with government, research institutes, health services and consumer and community groups, working in the field of health equity
- Present on health equity goals, progress and achievements to VCCC Alliance governance entities, including the Board
- Develop communicative and respectful working relationships with program Chair(s), Research and Education Leads, 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 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 program.
- Work with program Chairs, steering groups, project working groups and other stakeholders to conduct process and outcome evaluations.



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## 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 initiate events such as seminars or educational events arising from the project, planning in advance to allow adequate time, involvement and resourcing:
- 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.
- Provide expert advice to all VCCC Alliance Program areas to identify and address barriers to equity.
- Collaborate and contribute as a member of the broader Quality and Strategic Initiatives Team.
- Collaborate with colleagues within the Collective Impact Team to develop a communications strategy, generate research-relevant metrics, evaluate and report on program outcomes and to consider how to best include the perspective of consumers and vulnerable groups.
- Lead with a flexible and agile approach to program management.

## Team Leadership

- Lead and support staff in the delivery of program milestones and objectives to ensure the effective management of resources, timely expenditure of budget funds, proactive management and mitigation of risks, and program contract compliance
- Lead, manage and support team members to ensure identified strategic priorities and program initiatives are delivered to a high standard in alignment with the VCCC Alliance vision and objectives
- Manage, support and coach direct reports in the planning, development, promotion, delivery, evaluation, reporting and review of programs with key stakeholder and consumer input as relevant
- Support and guide team members to ensure projects/programs under your oversight are well planned and on track to deliver to time, budget, and the satisfaction of stakeholders, program Chairs and steering group.

## 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 collegially 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.



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## 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:

This role requires a pro-active and highly motivated individual with significant experience in developing and implementing complex equity-related initiatives, preferably in the health sector, and who can establish strong collaborative relationships with staff across the VCCC Alliance, within member organisations and with external stakeholders. The level of the position within the VCCC Alliance structure and remuneration will be dependent on the level of experience and expertise of the suitable incumbent. As programs and requirements evolve and shift over time, so will the focus of this role, in consultation with Head QSI and the incumbent Senior Manager.

### Experience

- Experience working collaboratively to develop program health equity objectives, plans and track the timely delivery of activities and milestones, ideally in a cancer research, biomedical or cancer healthcare setting.
- Significant experience effectively managing the requirements of a wide range of multi-disciplinary stakeholders.
- Experience effectively managing the requirements of multiple stakeholders including advocacy groups and organisations such as VACCHO. Experience managing collaborative relationships with senior academics, clinicians, researchers and senior stakeholders and/or state government representatives.
- Sophisticated organisational experience (facilitating working groups, committees and broader forums that including agendas, hybrid meeting facilitation, presentations, and minutes/actions).
- Experience leading, supporting and developing a small team of direct reports
- Experience writing reports, briefs, presentations and other written communications for a range of audiences.

### Skills & Expertise

- Significant experience developing and implementing programs to address inequities in health.
- Demonstrated understanding of project management frameworks and methodologies, with ability and skill to adjust processes to problem solve and remove unnecessary complexity.
- Significant experience effectively managing the requirements of a wide range of stakeholders, including organisations working with or representing the interests of people from underserved populations.
- Demonstrated experience facilitating effective processes to identify priority areas for action in fields where there are multiple stakeholders and many needs.
- Skilled in the co-design of project goals and milestones, with the ability to manage inputs from multiple stakeholders including communities and consumers toward consensus.
- Proven ability to develop realistic project metrics to inform strategic evaluation requirements.
- Demonstrated expertise working independently as well as part of a team, and in an agreed strategic direction.

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- Demonstrated ability to facilitate development of a complex program of work and attract leveraged funding and/or sponsorship.
  - Proficient in using IT including: hybrid communication technology such as Zoom, MSTeams and/or Slack, Microsoft Office suite, particularly Excel and PowerPoint, and Asana or similar project/tasks management systems.

### **Desirable**

- Experience in conducting systematic literature searches and reviewing information to inform relevant projects.
- Experience working within the health sector, University sector or related area.
- Experience working with community or consumer groups

### **Qualifications**

- Tertiary degree (preferably a postgraduate or Post Doc qualification) in a relevant discipline such public health, public policy, sociology or health sciences, or significant relevant experience in a similar field.

### **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 for 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.
- 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 underserved groups.
- Innovative and adaptable in the face of changing organisational priorities and ambiguous environments.
- 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 alliance members and strategic partners and through innovative programs we work to



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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.

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: Ongoing**