

Position Description

Data and Metrics Officer



Position Title:	Data and Metrics Officer		
Reports To:	Direct	Senior Manager Systems and Reporting	
	Indirect	Head of Research and Head of Education	
Direct Reports:	N/A		
Position Type:	Part time 0.6FTE 12-month maximum term	Location:	Hybrid working model: on-site at 305 Grattan Street Melbourne for a minimum 1 day 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"> • Quality and Strategic Initiatives Team • Education and Research Heads/Associate Heads • Program Managers and Coordinators from all teams • Program Steering Groups • Director of Finance and Corporate Services 	
	External	<ul style="list-style-type: none"> • Department of Health representatives • Clinical Trial Australia • Victorian Cancer Registry • Evaluation consultant/consultancy 	

POSITION CONTEXT

The VCCC Alliance is a collaborative joint venture, funded by 10 alliance memberships, the Victorian government and grant funding. Conducting effective evaluations and data informed reporting is therefore a crucial process for determining that VCCC Alliance initiated programs, and more broadly the organisation, is effectively carrying out activities, meeting its strategic objectives and ultimately adding value by having a measurable impact on the Victorian cancer sector.

The role of Data and Metrics Officer is a member of the Quality and Strategic Initiatives team who provide a range of central functions including strategy development, systems and reporting, health equity and consumer involvement. The Data & Metrics Officer role reports to the Senior Manager, Systems & Reporting, to provide accurate and quality data collection services and metrics analysis and reporting.

In particular, the role will be responsible for the Benefits Management Plan (BMP) report, required by State government. This is an extensive report requiring skills in both quantitative data analysis and professional report writing. The next report will follow the same format as the previous progress update, with an extra year of data collection and analysis. The necessary compilation of data requires strong stakeholder and project management skills, working with stakeholders internally in research, education, equity and consumer teams and external agencies such as the Victorian Cancer Registry and Clinical Trials Australia.



POSITION PURPOSE

The Data & Metrics Officer is responsible for collecting, collating and analysing a wide range of qualitative and quantitative data from VCCC Alliance programs, with the aim of demonstrating progress, achievements and benefit impacts on the cancer sector and for cancer patients in Victoria and beyond. The data collected will inform a variety of evaluative reporting, with a large percentage of the data generated by the current, lapsing Strategic Program Plan, 2016 – 2024 (SPP) and future programs to be developed in the next SPP, 2024-2028.

The role will work closely with and support program managers, coordinators and senior managers across the business to provide expert assistance and ensure quality metrics are coordinated and available to meet reporting timelines. The role will also assist in streamlining reporting methods to ensure efficiency.

Reporting to the Senior Manager, Systems & Reporting, the Data & Metrics Officer will assist in writing, preparing and presenting reports on agreed strategic and program goals and measures for both the necessary acquittal of funding agreements, reported externally to government and other partners, and for internal impact reporting to measure success and inform continuous improvement. The Data & Metrics Officer will also provide support to program managers and coordinators in the collation of evidence related to the writing of the Benefits Management Plan report.

In addition, this position will support data collection and reporting for general organisational outputs and impacts, dashboard metrics, and scorecard measures.

Main Responsibilities

Data Collection, Analysis and Reporting

Analysis and Reporting

- Plan ahead and communicate reporting timelines with contributing program staff and managers.
- Provide metrics and timely data and analysis for use in key reports.
- Use quantitative data skills to visually represent data to create engaging and accessible reports, providing commentary on the data presented.
- Take an active role in the Metrics Working Group, providing advice and expertise and assisting with the development of agendas and action lists.
- Lead by positive example and consciously manage change associated with new methods and processes with both staff and stakeholders alike.
- Assist with the development of new reporting measures that may be associated with the new SPP 2024-2028 (commencing from July 2024), advising on best practice and looking to reduce unnecessary complexity or duplication.

Benefit Management Plan (BMP)

- Liaise and correspond with key internal and external stakeholders to obtain data to inform BMP reporting requirements, using existing reporting frameworks (e.g. BMP report due in September 2024 using the previous BMP report as a guide):
 - collect and analyse BMP quantitative data, applying comparative baseline analysis, as relevant;
 - compile updated metrics for each reporting period following established processes in collaboration with Heads of Research, Education, Consumer Involvement and Health Equity.

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- Draft BMP reports in advance of due dates to allow adequate time for review and feedback:
 - work in consultation with portfolio Heads, Program Managers and Coordinators to integrate feedback and edits from program chairs and steering committees to finalise the September 2024 report and future reports.

Evaluation

- Provide guidance and support for Program Managers and other key staff to assist in the analysis of reported outputs and impacts outlined in the evaluation plan, consistent with the Evaluation Framework.
- Work with VCCC Alliance staff at all levels to support and advise on the efficient compilation of evidence to support the evaluation of the current SPP and broader impact reporting (SPP, 2016-2024 final report due October 2024).
- Collaborate with evaluation consultant(s) from time to time to support the gathering of data and evidence to support evaluation reporting.
- Assist in the compilation of dashboard metrics and organisational scorecard measures as required.
- Support continuous improvement and provide expert advice in the areas of data collection, analysis, efficient collation and impact assessment.

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 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 ensure accurate and informed data for consumer engagement activities.
- 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 in coordinating multi-faceted evaluation processes.
- Experience in the collection, collation and analysis of qualitative and quantitative data.
- Previous experience working in a complex, multi-stakeholder organisation in a relevant sector such as health and/or the academic sector.
- Experience in analytical report writing, with the ability to clearly demonstrate evidence-based benefits and impacts.
- Demonstrated experience in managing collaborative relationships with a diversity of stakeholders – such as government officials, consumer representatives, senior academics, clinicians and researchers.
- Proven ability to plan and prioritise, with proven project management experience - working with and applying project management frameworks and methodologies (such as Prince II or other methodology) will be highly regarded.

Expertise

- Excellent skills in data interpretation and professional report writing.
- Outstanding interpersonal skills including the ability to build strong working relationships with colleagues, key stakeholders and collaborative groups
- Demonstrated expertise in use of the complete suite of MSOffice 365 tools. Skill in SAS and Power BI will be highly regarded.
- Experience using Asana, or similar project management software, an advantage

Qualifications

- Tertiary qualification or progress towards in relevant discipline such as evaluation, health, social science, management or related field, or significant relevant experience.
- Training in both qualitative and quantitative research and/or evaluation methods is desirable or relevant work experience in same.
- Project/change management accreditation or progress towards is also favourable.

The Person

- Self motivated, sets and achieves objectives.
- Makes inclusive decisions with a big picture mindset and builds on ideas with an open mind

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- 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
 - Comfortable in taking the initiative and exercising judgement with diplomacy and sensitivity in resolving matters as they arise
 - Calm in dealing with time demands, incomplete information or unexpected events
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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 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: 12 months