

Position Description
**Executive Assistant
to the Executive Director**



Position Title:	Executive Assistant to the Executive Director		
Reports To:	Direct	Professor Grant McArthur Executive Director Victorian Comprehensive Cancer Centre Alliance ((VCCC Alliance), Senior Medical Oncologist, Head, Molecular Oncology Laboratory, Peter MacCallum Cancer Centre (PMCC) and Lorenzo Galli Chair in Melanoma and Skin Cancers, University of Melbourne (UoM)	
	Indirect		
Direct Reports:	N/A		
Position Type:	Full time, maximum term to March 2025	Location:	305 Grattan Street, Melbourne
Key Relationships:	Internal	<ul style="list-style-type: none"> • VCCC Alliance Leadership Team • VCCC Alliance Staff • VCCC Alliance Cancer Research Advisory Committee (CRAC) Chair • VCCC Alliance Cancer Education & Training Advisory Committee (CETAC) Chair • VCCC Alliance Consumer Cancer Advisory Committee Chair • Peter MacCallum Cancer Centre (PMCC) Research Executive Staff, and their executive/personal assistants • PMCC Executive Staff, and their executive/personal assistants • PMCC senior clinical and research staff, and their executive/personal assistants • PMCC Research Department • PMCC Molecular Oncology Laboratory • PMCC Melanoma and Skin Unit • PMCC Medical Oncology Department • Parkville Cancer Clinical Trials Unit • University of Melbourne (UoM), Department of Medicine, Dentistry and Health Sciences –(re Lorenzo Galli Chair position) • VCCC Alliance Board Chair and Board of Directors and their executive/personal assistants 	
	External	<ul style="list-style-type: none"> • Key Executive Stakeholders of the VCCC Alliance (CTx, Cancer Council, Monash Partners Comprehensive Cancer Consortium (MPCCC), Cancer Australia, Melbourne Academic Centre for health (MACH), UoM) • All members of the VCCC Alliance and contacts in partner organisations 	



	<ul style="list-style-type: none">• External academic and clinical groups• Scientific collaborators academic and commercial• Research and clinical funding agencies• Government agencies and Ministers• Patients• Patient Advocacy Groups• Biotechnology and Pharmaceutical Companies
--	---

POSITION CONTEXT

The Executive Assistant to the Executive Director of the Victorian Comprehensive Cancer Centre Alliance (VCCC Alliance) provides full time administrative support to the Executive Director, Professor Grant McArthur, who holds multiple concurrent fractional appointments. The Executive Director is also Head of the Molecular Oncology Laboratory, is a Senior Medical Oncologist within the Melanoma and Skin Unit at the Peter MacCallum Cancer Centre (PMCC) and holds the Lorenzo Galli Chair in Melanoma and Skin Cancers at the University of Melbourne (UoM). The Executive Assistant is employed by the VCCC Alliance and moves between offices and/or works remotely as COVID-19 restrictions permit, to seamlessly manage the administrative needs, correspondence, appointments and travel requirements for the Executive Director across all of his positions.

POSITION PURPOSE

The position of Executive Assistant (EA) is accountable for the provision of a broad range of executive-level assistance to the Executive Director of the VCCC Alliance to enable him to effectively fulfil his leadership responsibilities. Under the direction of the Executive Director, the EA will from time to time assist with special projects that may involve activities such as scoping and conducting relevant research preparation to support the genesis of new strategic initiatives.

On a day-to-day basis, the EA is trusted with the management of confidential, sensitive and private correspondence and information and is responsible for designing and producing professional documents ranging from reports and presentations to correspondence and communiqués, such as:

- collecting and preparing information for meetings with staff, Board and outside parties including government ministers;
- screening and responding to emails on behalf of the Executive Director and managing diary appointments;
- writing correspondence or communications directly or on behalf of the Executive Director.

The EA is also expected to work discretely and professionally with both internal and external working groups, committees, partners and expert cancer Leads and various representatives from the 10 member organisations of the VCCC alliance. From time to time the EA will support staff engagement, social and/or wellbeing activities as time permits.

The role requires an energetic and proactive individual with excellent written and verbal communication skills and the ability to build and manage relationships effectively with multiple stakeholders, ranging from clinicians and executives to consumers, staff and patients and their families. The incumbent will be an organised individual who is attentive to detail and who can think on their feet, plan ahead for eventualities and manage discrete projects as reasonably requested.



ORGANISATIONAL CONTEXT

Vision

The vision for the 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 Plan.

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*

KEY RESPONSIBILITIES:

The Executive Assistant to the Executive Director will be responsible for the following activities:

Document, Meeting & Diary Management

- Manage the Executive Director's confidential and sensitive documents, emails and correspondence, to ensure timely responses and reminders, organised storage and ease of retrieval, using discretion to 'gatekeep' and respond on behalf of the Executive Director, as agreed over time and with familiarity
- Provide Secretariat support including agendas, minutes and timely document preparation and dissemination for regular and ad hoc meetings with leadership, staff, working groups and committees, Board members, Leads, Ministers, VCCC alliance members and relevant others
- Assist in managing the Executive Director's diary and time to preempt travel time, preparation time, reminders for key events and pressing requirements
- Maintain accurate and up to date contact information, building and maintaining a network of EA and administrative contacts relevant for reaching and booking executive contacts.

- 
-
- Coordinate relevant stakeholders for committees and working groups, including proactive follow up on behalf of the Executive Director, writing follow-up communications for review
 - Ensure the Executive Director is appropriately prepared with relevant documentation for all key meetings
 - Manage internal and external meetings/steering groups/committee meetings, including invites, room and Zoom bookings, hybrid meetings and monitoring attendance

Special Projects, Report, Presentation & Deadline Management


- Support the Executive Director in the development, scoping and background information gathering for discrete projects, such as the early and confidential stages of investigating a new strategic initiative, as required
- Format and develop various types of reports and presentations for the Executive Director, also assisting other leaders and stakeholders as reasonably required (eg., Heads, VCCC alliance members, Department of Health and other health/research organisations)
- Manage and coordinate regulatory activities across Professor McArthur's clinical and laboratory research program
- Ensure timelines for the submission of regulatory documents are monitored, processed and submitted in a timely manner and within agreed deadlines
- Coordinate funding submissions and complete these accurately to a high standard and within agreed deadlines
- Provide coordination assistance for relevant strategic, research and clinical project activities in collaboration with key team members

Management of Confidential and Sensitive Information and Personal Assistance

- Manage confidential files for patients and carers and internal and external stakeholder matters with discretion and in accordance with regulatory and Privacy requirements
- Manage sensitive material including correspondence, reports, records and documents for all three roles the Executive Director holds in accordance with regulatory and Privacy requirements
- Manage the Executive Director's emails and draft appropriate responses to emails, letters and papers for review on his behalf, across all three positions the Executive Director holds
- Screen phone calls and field/answer queries for the Executive Director – effective gatekeeping and prioritisation of tasks including management of incoming and outgoing mail
- Regularly update the Executive Director's CV, including citations and field weight citations
- Manage his Sapphire curriculum vitae (NHMRC CV)
- Manage the publication and bibliographic database
- Support the Executive Director in managing VCCC Alliance, PMCC and UoM cost centres, invoices and expenses.

Travel Bookings, Leave and Reimbursements

- Coordinate all interstate and international travel bookings for the Executive Director across all three positions, including registrations, accommodation, flights and transport to and from airports, Visas etc
- Prepare timely reimbursement for work-related expenses and charges incurred during travel and conferences across all three roles
- Manage Medical Oncology's CME and consultancy cost centers within Peter MacCallum Cancer Centre (PMCC)

- 
-
- Manage Themis applications for reimbursement and leave approval within the University of Melbourne
 - Submit and manage leave applications and associated documentation for the Executive Director for all three roles
 - Submit timesheets fortnightly to PMCC

General Requirements

- Take reasonable care for your own health and safety and that of other colleagues and people who may be affected by your conduct
- Participate in the VCCC Alliance staff meetings and Performance Planning and Development processes
- Share information and work collaboratively and collegiately with all VCCC Alliance staff, stakeholders, Board members and committees
- Work in accordance with VCCC Alliance policies and procedures, following reasonable directions
- Assist with or take on other relevant duties to support the VCCC Alliance team 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 policy to the fullest degree and with a very mindful approach
- 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:

Essential Experience

- Previous experience working as an Executive or Personal Assistant to one or more senior executives or to a Chairperson
- Proven experience in effectively managing the requirements of multiple executive stakeholders both internally and externally
- Experience in working autonomously and discretely maintaining confidentiality while also able to work in and contribute to a team environment
- Understanding of and experience in the creation of document management systems, including the management of sensitive information
- Experience in the creation and formatting/editing of range of reports including Board papers, agendas, minutes and presentations
- Experience in drafting correspondence including email communications and responding to both internal and external communications on behalf of executive level management
- Experience in the management of confidential and sensitive files and liaison with committees and working groups in relation to distribution, retrieval and management of such documentation
- Experience in managing range of meetings both internally and externally, including team events, catering, functions and travel as required
- Experience in cultivating collaborative relationships with a broad range of stakeholders at multiple levels both internally and externally
- Experience in proactive screening emails/telephone calls and mail – fielding and responding to queries and using judgement to trouble-shoot when required
- Previous experience in managing sensitive patient and clinical demands (including clinical trials, reporting, ethics considerations, coordination of appointments, retrieval of medical records and documentation)



Desirable

- Experience in the early development of projects an advantage
- Prior experience in maintaining or creating documentation management systems (eg prior legal or government experience)
- Prior Board reporting experience and/or experience working with working groups and committee documentation, agendas and minutes
- Interest or experience in working in Not-for-Profit environment (preferably in a health setting) in a dynamic, changeable environment with developing and evolving processes and requirements
- Interest or experience in working with/supporting less experienced administrative roles seeking further guidance and development

Essential Skills

- Proficiency in Microsoft Office Suite including Adobe Acrobat and excellent PowerPoint skills (Visio and MS Project experience preferred but not essential)
- Highly developed interpersonal skills and professional presentation with excellent communication and telephone manner
- Excellent written skills, including writing professional correspondence, communications and reports, and accurate and detailed financial record keeping
- Skilled in the preparation of minutes and proactively actioning minute items and follow up of actions required
- Excellent organisational skills with the ability to organise others with diplomacy
- Proven discretion dealing with confidential and sensitive issues, and working knowledge of Privacy requirements
- Excellent problem-solving ability, resourceful with the ability to use judgement and devise pragmatic solutions
- Project coordination skills including prioritisation of daily and cyclical tasks and the improvement of processes
- Demonstrated initiative and the flexibility to meet changing or competing demands and to work through ambiguity

Qualifications

- Established and well-rounded senior administrative experience is a key requirement for this role, however qualifications in business management/administration and/or health administration are desirable.

The Person

- Outcomes focussed with pride taken in achieving quality results with strong attention to detail
- A team player who shares knowledge, is receptive to feedback and new learnings, seeking contributions from others
- Empathetic, considerate and mindful, treating others with dignity and respect
- Articulate with positive influencing skills
- Calm and flexible in dealing with time demands, incomplete information or unexpected events and tasks
- A resourceful self-starter who taps into relevant people and resources to develop solutions to overcome potential barriers and conflicting timelines
- Comfortable in taking the initiative and exercising judgement in resolving matters as they arise

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 Equal Opportunity Policy and Bullying Prevention Policy.
