Position Description

Program Assistant - Nurse Led Research

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Program Assistant - Nurse Led Research</th>
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<tbody>
<tr>
<td>Reports To:</td>
<td>Direct: Program Manager - Nurse Led Research</td>
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<tr>
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<td>Indirect: Cancer Nursing Lead, Associate Head of Education, Head of Education, Program Manager, Leadership</td>
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<tr>
<td>Direct Reports:</td>
<td>NA</td>
</tr>
<tr>
<td>Position Type:</td>
<td>Part-time FTE 0.6, Maximum Term</td>
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<td>Location:</td>
<td>305 Grattan Street, Melbourne (working from home during the COVID-19 pandemic)</td>
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<td>Key Relationships:</td>
<td>Internal: Education and Training team, Head of Research, Collective Impact Team, Cancer Education &amp; Training Advisory Committee (CETAC), Consumer Cancer Advisory Committee (CCAC), Cancer Research Advisory Committee (CRAC), University of Melbourne key stakeholders</td>
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<td>External: Cancer Nurses, Clinicians, researchers and educators across the VCCC alliance, Education providers / consultants as required</td>
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POSITION PURPOSE

The Program Assistant – Nurse led research will contribute towards the co-ordination, evaluation, administration, implementation and promotion of research activities aimed at building research capability among nurses across seven hospitals.

Operationally, the role will report directly to the VCCC Program Manager - Nurse Led Research for employment-related support and indirectly to the VCCC Research and Education Lead for Cancer Nursing for project related support. The Program Assistant – Nurse led research will be responsible for co-ordination and administration of Nurse Led Research activities, including the Partnership Post and moderating, sourcing and generating content for an online communication forum of cancer nurses. This role supports the overall delivery of educational activities to nurses who engage in the Nurse-Led Research Hub. The Program Assistant will also be responsible for contributing to internal reporting requirements and evaluation of the program.

The Nurse-Led Research Program sits under the strategic direction of the VCCC Executive Director as one of the key programs within the VCCC’s Strategic Program Plan (SPP), a 3.5 year agreement (2021-2024) with the Department of Health. The programs of work involving the development of nursing researchers are instrumental to the success of the plan and will be achieved by the incumbent working collaboratively to draw on the collective expertise and input.
from key stakeholders across the 10 VCCC alliance partner organisations, relevant representative and advisory committees, and relevant external stakeholders.

VCCC’s SPP programs are closely inter-linked, therefore the role will work closely with other VCCC Program teams to ensure integration of this specific program of work into the overall strategic direction and activities of the VCCC.

ORGANISATIONAL CONTEXT

Vision
The vision for the Victorian Comprehensive Cancer Centre (VCCC) 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’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 has a 3.5-year agreement to June 2024 with the Department of Health and Human Services to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Research Plan.

Our Team
VCCC is made up of a tight-knit team of staff who form the backbone working to facilitate the power of collective impact across the VCCC alliance and beyond.

Collective impact underpins ‘how’ we work and how we enable not only the work of the alliance, but how we positively influence the culture of our shared working experience. Collective impact starts by defining a shared problem and working together with our members, consumers and partners to co-design a shared vision to solve it. We agree on how to regularly measure progress, to not only communicate headway but to also allow for continuous learning and improvement.

The VCCC team foster and coordinate the expertise of the alliance and other partners to encourage and enable collective effort to achieve more than any single entity can achieve on its own. At the VCCC, our team, along with our distributed leaders, are our backbone. We are dedicated to facilitating the expertise of the alliance in the ambitious task of implementing sustainable systemic change to continuously improve equitable care and outcomes for cancer patients.

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
Main Responsibilities

The Program Assistant will be responsible for the following activities:

Program Coordination

- Scope resources pertaining to Nurse-led research addressing the needs of the nursing workforce to enable implementation of the program deliverables in collaboration with the Program Manager Nurse Led Research
- Ensure the delivery of all program components to time, budget and satisfaction of all stakeholders
- Liaise with VCCC Educational and Training staff and VCCC Communications Team to develop and promote program activities to stakeholders
- Prepare status reports for internal and external project management purposes
- Be responsible for the evaluation of the program
- Provide support to the Program manager - Nurse Led research and Cancer Nursing Lead.

Educational delivery

- Coordinate workshops, meetings, events, symposia, conferences, and webinars pertaining to the nurse-led research program.
- Collaborate with subject matter experts and external consultants to develop and deliver educational content and activities for online delivery
- Liaise and consult across VCCC partners and engage with other key stakeholders to support program objectives.

General

- Support the VCCC Associate Head and Head of Education and Training to coordinate and facilitate the programs of the VCCC SPP that pertain to nurse-led research
- Shares information and work collaboratively and collegiately with all VCCC staff, consumers stakeholders and committees
- Work in accordance with VCCC policies and procedures, following reasonable directions
- Participate in the VCCC Performance Planning and Development Review processes
- Assist with or take on other relevant duties to support the VCCC team as reasonably required
- Contribute to VCCC internal staff meetings, leading by example, sharing knowledge and expertise and looking to improve and innovate at every opportunity.

Special Requirements

- VCCC 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:

Experience
- Experience in program coordination, administration and evaluation including stakeholder collaboration and engagement to achieve program objectives.
- Experience in supporting content development, delivery, promotion and evaluation of educational activities in complex health care settings.
- Experience in both face to face and e-learning educational delivery, including zoom & webinars, audio visual and event management.

Expertise
- Proven organisational ability with the capacity to work and deliver on multiple projects with conflicting timeframes in a matrix structure.
- Excellent written communication skills, with experience writing reports, briefs and other written communications for a range of audiences.
- A flexible approach to task management.
- Proficient in the use of Microsoft Office Suite (including PowerPoint).

Desirable
- Experience in identifying, collecting and reviewing information to inform relevant projects.
- Experience working within the health sector or related area.
- Experience and knowledge of research principles and methodologies inclusive of qualitative analysis; co-design; observational studies; randomised controlled trials; pragmatic trials; behavioural; health services research and implementation science methodology.

Qualifications
- Tertiary higher degree in nursing, allied health, science, education or an equivalent combination of education, training, and experience.

The Person
- Skilled in building strong and sustainable relationships to build consensus and achieve stronger results together.
- Shares information and taps into relevant people and resources to develop solutions to resolve problems and overcome potential barriers.
- Takes responsibility for quality outcomes and learns from unsuccessful endeavours.
- Comfortable in taking the initiative and exercising judgement in resolving matters as they arise.

Equity and Inclusion:
The Victorian Comprehensive Cancer Centre (VCCC) 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 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.
Term: July 2021 to June 2024. The tenure of this role is linked to VCCC Strategic Plan. Potential opportunities for appointment beyond Mid-2024 will be dependent on renewed funding and operational requirements.