### Position Description

**Education Program Coordinator**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Education Program Coordinator – Part-time</th>
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<tbody>
<tr>
<td>Reports To:</td>
<td>Direct Associate Head of Education</td>
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<td>Indirect Head of Education</td>
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<tr>
<td>Direct Reports:</td>
<td>NA</td>
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<tr>
<td>Position Type:</td>
<td>Part time FTE 0.8, Maximum Term</td>
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<tr>
<td>Location:</td>
<td>305 Grattan Street, Melbourne (working from home during the COVID-19 pandemic)</td>
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</tbody>
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#### Key Relationships:

**Internal**
- Cancer Education & Training Team
- Collective Impact Team
- VCCC Program Managers
- VCCC Board Committees – including Cancer Education & Training Advisory Committee (CETAC), Cancer Research Advisory Committee (CRAC) and Consumer Cancer Advisory Committee (CCAC)
- Head of Research
- Head of Communication & Community
- Program Managers, Distributed Leadership
- Program Steering Group members
- University of Melbourne stakeholders

**External**
- Clinicians, Researchers and Educators across the VCCC
- Cancer Education and Training Advisory Committee (CETAC) members
- University of Melbourne – Melbourne School of Professional and Continuing Education (MSPACE), Faculty of Medicine, Dentistry and Health Sciences (MDHS) and Melbourne Medical School
- Education providers - Melbourne Business School, Marlow Hampshire etc.
- Services providers such as venues, catering etc.

#### POSITION PURPOSE

The Education Program Coordinator is primarily responsible for coordinating and advancing the core educational activities of the VCCC. Under the direction of the Associate Head of Education and Head of Education, and in close collaboration with VCCC education and training and communications teams, this role will support the development and implementation of stand-alone and collaborative education programs and activities.

The successful delivery of VCCC programs will be achieved by working collaboratively with the ten VCCC alliance partners, the various representative VCCC Committees, and other external stakeholders.
The Education Program Coordinator will play a crucial role in the support of these groups and collaboratives and will act as a central contact point.

**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, multidisciplinary 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 codesign 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

**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
Main Responsibilities

The Education Program Coordinator will be responsible for the following activities:

Program Coordination

- Support the implementation of the VCCC Education and Training Strategy by integrating research and clinical advancements into educational programming.
- Provide vital support and coordination to the Associate Head of Education and Head of Education to help support educational programs developed out of SPP such as Monday lunch live webinars, face to face and online workshops (when appropriate), awards and course coordination, technical support, administrative duties and data management, video upload and editing and website management.
- Work collaboratively with the Collective Impact Team to develop high quality material and presentations to communicate and promote program activities and benefits.

Educational delivery

- Coordinate workshops, meetings, events, symposia, conferences, and webinars pertaining to the VCCC core educational programming.
- Collaborate with subject matter experts, external consultants and the Cancer Education and Training Team, to develop, deliver and evaluate educational content and activities.
- Liaise and consult across VCCC partners and engage with other key stakeholders to support program objectives.
- Work collaboratively with the Cancer Education and Training team to develop and deliver high quality educational activities and material pertaining to the program as required, including:
  - Utilising the VCCC Project Evaluation Framework to support development of a program logic model, measures of success and upon program completion, program evaluations that feed into quality improvement processes.
  - Coordinating and maintaining the VCCC Education and Training Hub.

General

- Shares information and work collaboratively and collegiately with all VCCC staff, 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 the development and timely delivery of tasks or projects, ideally in a cancer research, biomedical or cancer healthcare setting.
- Experience organising, implementing and evaluating educational events.
- Experience in working collaboratively to develop educational programs, utilising internal and external content expertise.
- Experience in providing secretariat support to groups or committees (e.g., setting up meetings, agendas, minutes, etc).
- Proven ability to work autonomously, while also willing and able to work collaboratively within a team of both internal staff and external stakeholders.

Expertise

- Excellent oral and written communication skills.
- Proven organisational ability with the ability to work and deliver on multiple projects with conflicting timeframes in a matrix structure.
- 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 conducting systematic literature searches, needs analysis and environmental scans and reviewing information to inform relevant projects.
- Experience working within the health sector or related area.
- Experience in both face-to-face and e-learning educational delivery, including zoom & webinars, audio visual and event management experience an advantage.
- Experience in managing a learning management systems e.g., Blackboard.

Qualifications

- Tertiary degree (or postgraduate qualification) in a relevant discipline such as public health, science, research, education and/or extensive relevant work 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.
- Persuasive, with the ability to positively influence others and build consensus.
- Calm in dealing with time demands, incomplete information or unexpected events.
- 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: March 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.