Position Description
Program Manager, Distributed Leadership

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Program Manager, Distributed Leadership</th>
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<tbody>
<tr>
<td>Reports To:</td>
<td>Direct Head of Research</td>
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<td>Indirect Head of Education</td>
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<tr>
<td>Position Type:</td>
<td>Full or Part time, Maximum term to mid 2024</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>
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<tr>
<td>Internal</td>
<td>• Head of Research</td>
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<td>• Head of Education</td>
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<td>• Research Programs Coordinator</td>
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<td>• Associate Head of Education</td>
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<td>• Program Managers</td>
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<td>• Collective Impact Team</td>
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<td></td>
<td>• VCCC Strategic Leads</td>
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<td>• Other VCCC Expert Leads and VCCC Distributed Leadership</td>
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<td></td>
<td>• Joint SPP Oversight and Review Committee</td>
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<td></td>
<td>• Cancer Research Advisory Committee (CRAC)</td>
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<td>• Cancer Consumer Advisory Committee</td>
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<td>• Program Steering Group</td>
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<tr>
<td>External</td>
<td>• Clinicians, researchers and education/training professionals across the VCCC alliance and partner organisations</td>
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<td>• VCCC Clinical Trials Lead</td>
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POSITION CONTEXT
The VCCC Distributed Leadership program is an innovative program that seeks to support clinician-scientists in key leadership roles, who work to facilitate more rapid translation of research-derived evidence into clinical care through fostering collaboration and enabling professional development of the workforce.

The overarching goal for this program is for the VCCC member organisations to work collectively to optimally integrate research, education/training and clinical care to improve outcomes for cancer patients.

The Distributed Leadership program is a vehicle to reduce the evidence to practice gap across 10 tumour streams and 2 cross-tumour streams and aims to achieve the following outcomes:

- better leadership and strategic direction to address some of the clinical challenges within each tumour stream including the research, education/training, evidence implementation and engagement/advocacy aspects of the tumour stream
- integration of research, education and clinical aspects of tumour streams, to support optimal patient care
- embedding of international and local research and evidence into clinical practice
- increasing the impact, breadth and depth of research relevant to the tumour stream across the VCCC through promotion of multi-site, multidisciplinary, collaborative research that correlates with research excellence and impact
- adding value to education and training programs that underpin excellence in clinical care and research
- facilitating better use of integrated research and clinical data across VCCC partners
- enabling multi-site clinical trials.
- embedding the strategic directions and work of the VCCC alliance into member organisations and across Victoria
- Cementing a cohesive distributed leadership group used to working together and across organisations in strategically important areas
- Positioning the distributed leaders to become the key opinion leaders for their tumour stream/discipline to act as clinical champions for change

POSITION PURPOSE
The role of Program Manager, Distributed Leadership is to facilitate the work of the Strategic Leads, who form a core and influential part of the VCCC’s distributed leadership model, working together to achieve the power of collective results that no one person or organisation can achieve individually.

The role requires a proactive and highly motivated individual with extensive experience in the health and medical research and/or healthcare sectors, with exceptional relationship management skills, who can establish partnerships with multiple clinician-researchers (VCCC Strategic Leads) across a number of cancer tumour streams, and support and add value to their work.

The incumbent will be comfortable working iteratively, with the ability to synthesise and utilise complex information and research to provide evidence for a consensus direction in close collaboration with stakeholders.

The successful applicant will be a member of a small, close-knit, cross-functional team with expertise in research development, education and training, program development and evaluation. VCCC is a not for profit organisation. As a small and dynamic team, staff, managers and program managers are expected to be comfortable and willing to manage their own administration, with limited amount of centralised support.

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 statewide 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 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

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

Program Development and Implementation

- Develop, together with the VCCC Strategic Leads, the overarching goal of the program: To integrate research, education/training and clinical care to improve outcomes for cancer patients across the VCCC partner organisations and beyond and help to implement this strategy.

- Collaborate with the VCCC Strategic Leads and Head of Research and Head of Education to:
  - Work with Strategic Leads to refine and implement a Strategic Roadmap to reduce the evidence to practice gap and improve outcomes for cancer patients develop a VCCC-wide consensus strategic direction, for the tumour stream with a focus on creating new networks of expertise that facilitate knowledge transfer and practice change
  - Contribute to the leadership of the VCCC alliance through supporting cancer tumour stream and cancer themed projects and activities such as the development of strategic direction for the collective distributed leadership model.

- Contribute to critical reporting and evaluation of the Distributed Leadership program to inform the ongoing development of the program and to enable dissemination of the tangible and intangible value of the program and the work of the Leads.

- In collaboration and consultation with the VCCC Strategic Leads, prepare high-quality reports that help to communicate the outcomes and value of the program and the work of the Leads.

- Identify and facilitate applications for external /leveraged funding opportunities including (but not limited to) MRFF and NHMRC funding.
• Value add to the program by identifying and collaborating with other programs within the Strategic Program Plan and expertise within the VCCC such as VCCC consumers and experts within the Distributed Leadership model. Support other VCCC programs though tailoring and implementing projects within the tumour streams in collaboration with the Strategic Lead.

Program Management

Program Management for the Distributed Leadership Program including:

- Working collaboratively with other Distributed Leadership program staff to support the overarching program goals and cross-fertilisation between tumour streams and other cancer themes
- Responsibility for facilitating better integration of the Distributed Leadership program with other SPP programs
- Engagement of relevant staff within VCCC partner organisations and other key stakeholders where appropriate to enable implementation of program goals
- Evidence synthesis and analysis that provides an evidence base for and informs program activities
- Design and facilitate workshops, meetings, summits, symposia and other research and education events with the VCCC Education and Training team develop and deliver high quality educational material that supports the agreed goals for the tumour stream. Prepare high quality communications material, reports and presentations as required to support the program planning, implementation and evaluation.
- Engaging stakeholders from across the VCCC partner organisations, and beyond where appropriate, to optimise participation in and dissemination of learnings from the program
- Supporting Steering Group meetings through development of agendas and work plans, and through documenting decisions and outcomes
- Undertaking activity in line with the VCCC Program Management Framework and ensuring all project management documents and reports are completed in a timely fashion
- Tracking program and project budgets and ensuring compliance with VCCC budget requirements
- Developing and implementing a program evaluation plan to track key program outputs and outcomes
- Collaborate with the Consumer Inclusion Manager to support the development of a consumer inclusion strategy, monitor metrics and report on relevant associated program outcomes
- Facilitating consumer engagement in the development, implementation and evaluation of the programs to leverage valuable perspective and input.

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.

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

• Demonstrated experience in managing relationships and collaborations, including with senior academics, clinicians and researchers and other senior stakeholders
• Proven experience in the health and medical research and/or healthcare sectors with a demonstrated understanding of:
  o system-level opportunities and barriers for optimal integration of research, education/training and clinical care to improve patient outcomes
  o mechanisms that govern health and medical research, professional development of healthcare professionals, clinical trials and the use of clinical and health data for research purposes
• Demonstrated experience working independently, while also being a part of a team and working in an agreed strategic direction
• Demonstrated track record in facilitating multi-site, multi-disciplinary collaborations for external competitive funding is advantageous
• Strong understanding of program management frameworks and methodologies, with ability and skill to adjust processes to problem solve and remove unnecessary complexity

Expertise

• Outstanding interpersonal skills including the ability to effectively communicate and engage with academics, clinicians and researchers and collaborative groups
• A high level of initiative, creativity and innovative thinking with the ability to problem solve and put in place innovative solutions
• High level skills in evidence synthesis and critical analysis and interpretation of evidence and data
• Ability to work and deliver on multiple projects and to prioritise conflicting timeframes
• A high level of maturity, discretion and diplomacy and the ability to exercise sound judgment with sensitivity
• Excellent oral and written communication skills, including report writing and meeting facilitation
• Proficient in Microsoft Office

Desirable

• Experience managing complex, multi-faceted projects, with an understanding of program management frameworks and methodologies
• Demonstrated track record in facilitating multi-site, multidisciplinary collaborations for external competitive funding is advantageous
• Experience in implementation science and program evaluation is highly desirable, particularly for programs designed to induce system change

Qualifications

Post graduate degree, preferably a PhD, in a relevant discipline such as public health, biological science or clinical research
The Person

- Skilled in building strong and sustainable relationships to build consensus and achieve stronger results together
- Shares ideas and welcomes alternatives from diverse stakeholders to drive solutions and overcome barriers
- A thought-leader who is persuasive, with the ability to positively influence others and build consensus
- Comfortable in taking the initiative and exercising judgement in resolving matters as they arise
- Innovative and adaptable in the face of changing organisational priorities and ambiguous environments

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:

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.