Position Description
Program Manager, Clinical Trials Innovation

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Program Manager, Clinical Trials Innovation</th>
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<tr>
<td>Reports To:</td>
<td>Direct Head of Research</td>
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<td></td>
<td>Indirect N/A</td>
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<tr>
<td>Position Type:</td>
<td>Full Time, Maximum Term Contract 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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**Key Relationships:**

- **Internal**
  - Research Programs Coordinator
  - Research Team
  - Collective Impact Team
  - Education Team
  - Joint SPP Review and Oversight Committee
  - Cancer Research Advisory Committee (CRAC)
  - Cancer Consumer Advisory Committee (CCAC)
  - Cancer Equity Advisory Group (to be established)
  - Program Steering Groups and Working Groups
  - Clinicians and Researchers across the VCCC Alliance
  - Research and Education Leads

- **External**
  - VCCC regionally-based partners, as relevant
  - Cancer Council Victoria
  - Other external entities, as relevant to program implementation

**POSITION CONTEXT**

Clinical Research is a key component of the Victorian Comprehensive Cancer Centres (VCCC) strategic priorities, as set out in the VCCC Strategic Program Plan 2020-2024 (SPP). Funds are being invested over 3.5 years to mid-2024 to support a key research-related programs with the strategic objectives of:

- Accelerating the implementation of evidence and value-based care into routine practice, and
- Driving an innovative high-performance clinical trials sector through capacity building.

**POSITION PURPOSE**

The Program Manager, Clinical Trials Innovation will be responsible for *Program 4: Drive an innovative high-performance clinical trial sector through capacity building* (known internally as the *Innovation in Clinical Trials* program). This program has the dual aims of:

1) Strengthening clinical trial participation through the adoption and conduct of new clinical trial methodologies, and
2) Supporting high performance clinical trial units through harmonising performance.
Working in close collaboration with program Steering Groups and other key contributors, the incumbent will be responsible for co-ordinating and facilitating the work required to deliver the program, which together have the overarching goal of increasing the number of patients who enrol on clinical trials and accelerating innovation in the clinical trial sector for the benefit of patients with cancer.

The role requires a proactive and highly-motivated individual with extensive experience in clinical research (preferably related to cancer) who can establish strong working relationships with multi-disciplinary teams of researchers and clinicians across VCCC member organisations and other partners and facilitate a consensus driven approach to achieving impactful collaborative outcomes.

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**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 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

Program Management

Provide overall project management, co-ordination and support for the Innovation in Clinical Trials Program.

• Working in partnership with the Head of Research, Steering Group Chairs and members for the Innovation in Clinical Trials program, responsibilities include:
  o developing and strengthening collaborative working relationships across multiple organisations relevant to developing the objectives of the program
  o engaging stakeholders from across the VCCC alliance, and beyond where appropriate, to optimise participation in and dissemination of learnings from the program
  o guiding and facilitating the program of work to achieve and report on the funded goals of the program
  o ensuring continuity and coordination between Program 4 and other SPP programs, and identifying synergies and potential integration opportunities
  o supporting Steering Group meetings through development of agendas and workplans, and through documenting decisions, actions and outcomes
  o Collaborating with the Consumer Inclusion Manager to support the development of a consumer inclusion strategy, monitor metrics and report on relevant program outcomes
  o ensuring inclusion of consumers early in program development and throughout the program cycle to leverage valuable perspective and input
  o coordinating roles supported by the program that are located at member organisations to ensure a ‘community of practice’ and harmonisation of purpose
  o contributing to the program through:
    – developing and running meetings, workshops, symposia and other events
    – developing relationships with research offices across the VCCC alliance, with particular focus on facilitating research ethics and governance approvals for multi-site research
    – developing and writing ethics submissions, protocols and other documents when required
    – gathering, synthesising, interpreting and communicating the evidence-base that facilitates development of the workplan
    – ensuring that required project management documents and program reports are completed in a timely fashion
    – working with relevant finance and legal teams to ensure that the Program is delivered within specified scope and budget and with appropriate contracts in place
    – working with the Chairs, Steering Groups and other stakeholders to conduct process evaluations and outcome evaluations for the program
    – With the assistance of the Research Programs Coordinator, schedule meetings, develop and track budgets, contracts, invoicing, reporting

• facilitating consumer engagement and consumer-led research in the development, implementation and evaluation of the programs
• Promoting harmonisation and pro-actively identifying synergies with other programs that are part of the VCCC Strategic Program Plan
• Collaborating and contributing as a member of the broader Research Portfolio Team and VCCC team
• Leveraging perspective and input from cancer consumer representatives throughout the program cycle to identify opportunities for engagement, communication, dissemination, involvement and partnership
• Collaborating with the Collective Impact Team to develop a communications strategy, generate research-relevant metrics, evaluate and report on program outcomes and to consider how to best include the perspective of consumers and vulnerable groups

General
• Work in accordance with VCCC policies and procedures, following reasonable directions
• Share information and work collaboratively and collegiately with all VCCC staff, stakeholders and committees
• Contribute to VCCC internal staff meetings, leading by example, sharing knowledge and expertise and looking to improve and innovate at every opportunity
• Participate in the VCCC Performance Planning and Development Review processes
• Assist with or take on other relevant duties or support for other programs 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
• Proven experience in health research program/project management (possibly in an academic, trial unit and/or industry setting)
• Significant experience effectively managing the requirements of a wide range of stakeholders, including government representatives, senior academics, clinicians, researchers and consumers
• Solid understanding of the regulatory, ethics and governance requirements of clinical research and clinical trials; hands on experience preparing ethics and governance applications for multi-site research projects is highly desirable

Expertise
• Practical experience in managing/coordinating clinical trials and a strong understanding of clinical trial methodologies
• High developed organizational skills and ability to prioritize
• Strong understanding of program management frameworks and methodologies, with ability and skill to adjust processes to problem solve and remove unnecessary complexity
• Excellent written and oral communication skills appropriate for a range of audiences
• Well-developed analytical skills and the ability to synthesise information to resolve complex problems
• Demonstrated expertise working independently, as part of a team, and in an agreed strategic direction
• Demonstrated ability to deliver outcomes in an environment with a high level of complexity
Desirable

• Knowledge of and experience managing registry trials
• Experience working with different clinical “craft groups” (medical oncology, radiation oncology, surgical oncology, allied health, supportive care etc) and supporting capacity building for these groups
• Experience working on initiatives that support improvements in clinical trial participation
• An understanding of how Clinical Trial Units (CTUs) operate and the dynamics of staff capacity within Clinical Trial Units
• Knowledge of Clinical Trial Competency frameworks & GCP
• Experience developing and coordinating communities of practice in a clinical ore research setting
• An understanding of clinical trial metrics
• Experience working with consumers on health-related projects

Qualifications

• Tertiary higher degree in a relevant clinical, scientific or public health discipline

The Person

• Skilled in building strong and sustainable relationships to build consensus, drive solutions and overcome barriers
• Shares ideas and welcomes alternatives from diverse stakeholders to drive solutions and overcome
• Thinks laterally and pursues opportunities for innovation
• Consciously considers equitable approaches to cancer care to include and address the needs of vulnerable groups
• 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:

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.