Position Description

Project Manager, Nurse-led Research

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Project Manager, Nurse-led Research</th>
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<tbody>
<tr>
<td>Reports To:</td>
<td>Direct: Program Manager, Leadership</td>
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<tr>
<td></td>
<td>Indirect: Associate Head of Education and Head of Education</td>
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<tr>
<td>Position Type:</td>
<td>Full time, 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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<td>Key Relationships:</td>
<td>Internal</td>
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<tr>
<td></td>
<td>• VCCC Cancer Nursing Lead</td>
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<td></td>
<td>• Education and Training team</td>
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<td></td>
<td>• Head of Research</td>
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<td></td>
<td>• Collective Impact Team</td>
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<td></td>
<td>• Cancer Education &amp; Training Advisory Committee (CETAC)</td>
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<td></td>
<td>• Consumer Cancer Advisory Committee (CCAC)</td>
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<td></td>
<td>• Cancer Research Advisory Committee (CRAC)</td>
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<tr>
<td></td>
<td>• University of Melbourne key stakeholders</td>
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<tr>
<td></td>
<td>External</td>
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<td></td>
<td>• Cancer Nurses</td>
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<td></td>
<td>• Clinicians, researchers and educators across the VCCC alliance</td>
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<td>• Education providers / consultants as required</td>
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**POSITION CONTEXT**

Development of cancer nursing research capability has the potential to enhance patient care, health outcomes and health services. A knowledgeable, research-enabled and research-active nursing workforce is fundamental to quality, safety and innovation in cancer care. Nurse led research areas of impact can include: access to and equity of treatment and care; symptom and side-effect management; efficient and patient-centred models of care and post-treatment care.

The key element of growing research capability is centred around the Nurse-led Research Hub. The Hub is a new, practical, interactive and dynamic initiative that supports connections, research knowledge and opportunities for nurses across the clinical partners of the VCCC alliance.

**POSITION PURPOSE**

The Project Manager, Nurse Led Research will contribute towards the coordination, 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 Program Manager, Leadership for employment-related support and indirectly to the VCCC Lead for Cancer Nursing for project related support. The Project Manager, Nurse Led Research will be responsible for moderating, sourcing and generating content for an online communication forum of cancer nurses, supporting the delivery of educational activities and providing direct mentorship to
nurses who engage in the Nurse-Led Research Hub. This position 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 three and a half-year agreement to June 2024 with the Department of Health and Human Services.

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.

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
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

- Scope resources pertaining to nurse-led research addressing the needs of the nursing workforce to enable implementation of the program deliverables
- Ensure the delivery of all program components to time, budget and satisfaction of all stakeholders
- Collaborate with subject matter experts and external consultants to develop and deliver educational content and activities for online and face to face delivery for VCCC education outputs
- Manage workload and responsibilities of casual staff, as required
- Liaise with VCCC Educational and Training staff and VCCC Communications Team/Collective Impact Team to develop and promote program activities to stakeholders
- Prepare status reports for internal and external project management purposes
- Conduct and report on the evaluation of the program

General

- Ensure inclusion of consumers early in program/project development and throughout the program cycle to leverage valuable perspective and input
- Collaborate with the Consumer Inclusion Manager to support the development of a consumer inclusion strategy, monitor metrics and report on relevant program outcomes
- Contribute to VCCC internal meetings, leading by example, sharing updates, knowledge and expertise and looking to improve and innovate at every opportunity
- Support the implementation of the VCCC vision for integration of research and education with clinical care
- Support the VCCC Associate Head of Education 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, 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

VCCC Position Description – P&C v2 Nov 2020
Key Selection Criteria:

Experience
- Demonstrated ability to create and sustain dynamic, engaging and inclusive relationships
- Proven experience or understanding of co-design methodology
- A strong networker, comfortable working autonomously and able to collaborate with a diverse range of stakeholders, both internal and external
- Excellent oral and written communication skills
- A proven ability to work and deliver on multiple projects, able to prioritise conflicting timeframes
- Experience writing reports, briefs and other written communications for a range of audiences

Expertise
- Previous experience in online resource development
- Experience in managing content development, delivery, promotion and evaluation of educational activities in complex health care settings
- Knowledge of clinical trials processes, protocols, ethics etc;
- Knowledge of or experience in health services research and implementation science methodology
- Knowledge of research principles inclusive of qualitative analysis; co-design; observational studies; randomised controlled trials; pragmatic

Desirable
- Previous involvement in cancer-related research projects
- Experience in conducting systematic literature searches and reviewing information to inform relevant projects
- Experience with project management software and online resource development

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

The Person
- Shares information and taps into relevant people and resources to develop solutions to resolve problems and overcome potential barriers
- 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
- Thinks laterally and pursues opportunities for innovation
- Identifies opportunities to support, encourage and facilitate equity and quality of cancer care
- 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:** January 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.