# Position Description

## Liaison Officer, Teletrials

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Liaison Officer, Teletrials</th>
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<tbody>
<tr>
<td>Reports To:</td>
<td>Direct Head of Clinical Trials Program</td>
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<tr>
<td></td>
<td>Indirect</td>
</tr>
<tr>
<td>Position Type:</td>
<td>Part-time (0.6 FTE) Maximum Term Contract</td>
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<tr>
<td>Location:</td>
<td>305 Grattan Street, Melbourne</td>
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<tr>
<td>End of Tenure Date:</td>
<td>12 months, 30 June 2020</td>
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### Key Relationships:

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td>VCCC Teletrials Steering Committee</td>
<td>Program Steering Group members</td>
</tr>
<tr>
<td>Regional Oncology Leads</td>
<td>Clinicians and Researchers across the VCCC Alliance Partners</td>
</tr>
<tr>
<td>VCCC Heads of functional units and their teams</td>
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<tr>
<td>Communication Team</td>
<td></td>
</tr>
<tr>
<td>Heads/Directors of Clinical Trial Units, Research Offices and Clinical Trial Managers at VCCC partner sites</td>
<td></td>
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<tr>
<td>Associate Director</td>
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<tr>
<td>VCCC Clinical Trial Lead</td>
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### POSITION PURPOSE

The Liaison Officer is primarily accountable for supporting the expansion of the VCCC Teletrials program to national and international stakeholders. The role will also be responsible for working with VCCC Teletrials Steering Group to facilitate the identification and adaption of the VCCC Teletrials Framework to ensure it aligns with the needs of parties beyond Victoria.

The Liaison Officer will work closely with Teletrial Program Manager to ensure adaptions to the VCCC Teletrials Framework to suit local needs aligns with the core principles of the model and evaluation process.

### CONTEXT

**Vision**

The vision for the VCCC is to save lives through the integration of cancer research, education and patient care. Founded in the holistic principles of the internationally-recognised Comprehensive Cancer Centre model, the Victorian Comprehensive Cancer Centre is a powerful alliance of 10 leading research and clinical institutions with a shared commitment to working together to advance and accelerate cancer research, treatments, preventions and cures.

**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, The 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 four-year agreement (2016-2020) 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 Purpose**

Be known for enabling the best research-led cancer care for all

**Our Values**

**Collaboration** - we connect and support to empower sustainable change

**Integrity** - we are respectful of the cancer community and accountable for our contribution

**Creativity** - we cultivate ideas and dare to innovate

**Achievement** - we strive to make an impactful difference and produce results

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**KEY RESPONSIBILITIES:**

**Project Management**

In close collaboration with the Teletrials Program Manager and under the direction of the Head of Clinical Trial Programs, support the expansion of the VCCC Teletrials Program to national stakeholders through:

- Engagement with national and international stakeholders;
- Reviewing the Victorian Teletrials Framework and identifying any barriers to implementation nationally;
- Reviewing regulatory requirements for interstate clinical trials and developing new processes to support the Teletrials program;
- Developing a toolkit to support the national implementation of Teletrials;
- Liaising with pharmaceutical companies and other clinical trial sponsors to identify appropriate trials to implement as a national Teletrial;
- Implement an ongoing process and outcome evaluation framework to evaluate the benefits associated with the implementation of Teletrials nationally;
- Where relevant, manage budgets, and track and report on discretionary expenditure:
  - prepare or contribute to business cases, as required.
- General project management responsibilities including:
  - utilising the VCCC Project Management Framework and other tools that may be introduced to support the successful implementation of program activities;
  - evidence gathering and synthesis to inform program activities;
  - coordinating workshops, meetings, events and teleconferences pertaining to the program;
  - working collaboratively with the Communications Team to develop high quality material to communicate and promote program activities;
  - preparing high quality communications material, reports and presentations to support the program planning, implementation and evaluation requirements;
  - tracking and reporting on risks and issues;
  - managing timelines and reporting on milestones and achievements;
  - contributing to VCCC Board and government reports.
• Support involvement of and review by the following advisory committees for the relevant clinical trials programs:
  - VCCC Cancer Research Advisory Committee (CRAC)
  - VCCC Cancer Education and Training Advisory Committee (CETAC)
  - VCCC Cancer Consumer Advisory Committee (CCAC)

• Work in close communication with Teletrials Program Manager and the Head of Clinical Trial Programs to support you in agreeing resourcing requirements as program scope is understood and to ensure the workload remains manageable.

• Work collaboratively and collegiately with all VCCC staff, Leads and committees to support program goals and objectives and ensure the work of each program relates to broader VCCC activities.

Other
• Work collaboratively and collegiately with all VCCC and Cancer Council Victoria staff
• Work in accordance with VCCC and Cancer Council Victoria policies and procedures
• Contribute to VCCC internal staff meetings, leading by example, sharing knowledge and expertise and looking to improve and innovate at every opportunity
• Other relevant duties or support to additional programs as reasonably required

KEY SELECTION CRITERIA:

Essential
• Collaboration: Demonstrated experience managing collaborative relationships with senior academics, clinicians and researchers and other senior stakeholders across multiple locations.
• Demonstrated understanding of clinical trials processes including regulatory and ethical requirements.
• A strong understanding of the healthcare system and cancer care.
• Proven project management experience, including working with and applying project management frameworks and methodologies, such as quality planning, risk management, communications, scheduling and budgeting.
• Demonstrated experience coordinating national meetings and events.
• Demonstrated experience working independently, as part of a team and in an agreed strategic direction.

Desirable
• Experience in change management; including supporting the implementation of new processes within the healthcare system
• Some experience in program management benefits evaluation.

Skills
• Excellent oral and written communication skills.
• High level skills in evidence synthesis, critical analysis and interpretation of evidence and data
• Self-organisational skills, ability to prioritise and efficiently manage time and deliver on multiple projects with conflicting timeframes in a matrix structure
• A high level of self-motivation and initiative
• Strong problem-solving skills
• Proven ability to work and deliver on multiple projects, by prioritising conflicting timeframes

Qualifications
• Tertiary qualification or postgraduate qualification in relevant discipline such as project management, public health, science or research.

The Person
Collaboration
• Outstanding interpersonal skills including the ability to effectively liaise and engage with staff, key stakeholders and collaborative groups.
• Ability to build effective relationships and encourage collaboration with key external stakeholders and other staff.
• Persuasive, with the ability to positively influence others and build consensus
• A team player who shares knowledge and information and seeks contributions from others

Integrity
• Consistently follows through on commitments - has a high level of discretion, diplomacy and personal integrity
• Is considerate and mindful, treating others with dignity and respect
• Has a high level of maturity and the ability to exercise sound judgment and sensitivity

Creative
• Thinks laterally and strategically and pursues opportunities for innovation
• Taps into relevant people and resources to develop solutions to overcome potential barriers

Achievement
• Outcomes focussed with pride taken in achieving goals and quality results
• A self-starter who is comfortable in taking the initiative and exercising judgement in resolving matters as they arise

Special Requirements
• Some national travel will be required and ideally the incumbent will hold a current Victorian Driver’s Licence

EQUITY & 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, 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. All staff and contractors are required to comply with VCCC policies.

TERM:
The tenure of this role is linked to VCCC Strategic Research Plan. Potential opportunities for appointment beyond mid-2020 will be dependent on renewed funding and operational requirements.