Position Description
Clinical Trials Education Program Coordinator

<table>
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<tr>
<th>Position Title:</th>
<th>Clinical Trials Education Program Coordinator</th>
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<tr>
<td>Reports To:</td>
<td>Direct Clinical Trials Workforce Development Manager</td>
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<td>Indirect Head Education and Training Development</td>
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<tr>
<td>Position Type:</td>
<td>Full time, Maximum Term</td>
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<td>Location:</td>
<td>305 Grattan Street, Melbourne</td>
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<td>End of Tenure Date:</td>
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<td>(inclusive 6 mths probation)</td>
<td>30 June 2020</td>
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Key Relationships:

**Internal**
- Head of Education and Training Development
- Education and Training, Clinical Trial Programs & Research Development Teams
- Head of Program Development & Quality
- Communications Team
- Consumer Engagement Manager
- VCCC member organisations including Clinicians, Researchers and Educators.

**External**
- Clinicians, Researchers and Educators within VCCC Alliance organisations and other state/regional organisations across Victoria
- Clinical Trials Workforce & external education providers
- Cancer Trials Australia
- Cancer Council Victoria
- Clinical Trials Workforce, Nurse Led Research, Tele trials Steering Groups, 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

**POSITION PURPOSE**

The Clinical Trials Program Coordinator will have responsibility for facilitating the workforce educational and training activities that arise out of and that will support the VCCC clinical trials programs. The position will help coordinate across a diverse stakeholder group within the VCCC alliance and other state/regional organisations across Victoria a comprehensive program of undergraduate and postgraduate internships, induction programming online learning, clinical trial workshops, workforce telephone support, regional professional development support and roadshows, scholarships for the Masters in Cancer Sciences and a resource platform.

This will include support for the implementation of both stand alone and collaboration programs and activities, working closely with the education and training, clinical trials and communications teams.
Successful delivery of programs will be achieved by building effective relationships, developing strong networks and working collaboratively with the ten VCCC alliance partners, the various representative VCCC Committees, as well as with relevant external state-wide and regional stakeholders.

The role will report to the Manager, Workforce Development under the direction of the Head of Education and Training Development and Executive Director and will work closely with key stakeholders across the VCCC partners, the Research & Education program managers and the other members of the education and training team.

Successful delivery of VCCC programs will be achieved by building effective relationships, developing strong networks and working collaboratively with the 10 VCCC members and the various representative committees, as well as liaison with external stakeholders. The Clinical Trials Program Coordinator will play a crucial role in the delivery of the educational components of the VCCC Strategic Research Plan.

**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. Building Workforce Capability and Capacity is key program under this strategic plan.

Currently, the clinical trial assistant and study coordinator intern SKILLED program for 2019 has been developed and implemented. These internship programs are due to be completed in August and December 2019 respectively. Consultation has occurred with Clinical Trial Unit’s on several proposed models in preparation for recruitment and implementation of the 2020 Inter-SKILLED Program.

A consultant has been appointed and the work on developing the eLearning modules has commenced. This work is expected to be completed by early 2020.

Development and delivery of a suite of clinical trial workshops has been instigated and schedules for 2019 advertised.

**Our Team Purpose**
Support a highly trained clinical workforce capable of meeting demand for increased clinical trial activity.

**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

KEY RESPONSIBILITIES:
The Clinical Trials Education Program Coordinator will be responsible for the following activities:

- Providing vital support and coordination to the Clinical Trials Workforce Development Manager and Head of Education and Training, to help facilitate VCCC’s clinical trials programs
- Engage and build effective relationships across the clinical trial and education sector to successfully implement the workforce activities of the VCCC Strategic Research Plan
- Working collaboratively and collegiately with all VCCC staff, committees and stakeholders to support program goals and objectives and ensure individual programming relates to broader VCCC activities
- Develop close relationships and networks collaborating with subject matter experts, external consultants and the VCCC education and training team, to develop, deliver and evaluate high quality educational activities and material pertaining to Clinical Trials
- Liaising and consulting with other key stakeholders across VCCC partners to support program objectives
- Coordinating development, delivery and evaluation of a suite of online educational modules for research nurses, clinical trials coordinators and investigators
- Coordinate scholarships for Masters of Cancer Sciences, coordinate regional support applications, educational programs including “call a colleague”, regional road show, workshops and induction programming
- Support the development, coordination and evaluation of the clinical trials internship program/s.
- Managing the clinical trials online resource portal
- Contributing to VCCC internal staff meetings, leading by example, sharing knowledge and expertise and looking to improve and innovate at every opportunity

Other Requirements
- Work in accordance with VCCC policies and procedures
- Participate in the VCCC Performance Planning and Development Review processes
- Assist with other tasks/projects as reasonably required
- VCCC is a completely smoke free environment and expects all employees to respect this policy to the fullest degree and with a very mindful approach

KEY SELECTION CRITERIA:
Skills & Experience
Essential:

- Extensive experience and high-level understanding of the clinical trial pipeline including the process involved in the conduct of clinical trials.
- Experience in the role of education, training, clinical supervision or mentoring.
- Demonstrated experience in managing multi-stakeholder projects with conflicting timeframes in a matrix structure
- Proven project management experience or high-level understanding of the principles of project management
- Significant experience in developing constructive relationships with diverse stakeholders, navigating complexities, adaptive to different stakeholders’ styles and influencing stakeholder engagement with approaches and processes Prior demonstrated experience in applying a flexible and agile approach to changes to tasks and priorities
• Experience in working autonomously and collaboratively with colleagues and external stakeholders  
  Excellent oral and written communication skills (inclusive of skills in Microsoft Office)  
• Excellent facilitation and administrative skills  
Desirable  
• Experience developing, delivering and evaluating online educational programs (eg go to, articulate etc)  
• Experience in the development and timely delivery of projects, ideally in a research, biomedical or healthcare setting preferably with an understanding of cancer  
• Experience in managing learning management systems  
• Experience in e-learning educational content development, moderation and facilitation  
• Experience working within the health sector or related area  

Qualifications  
• Tertiary qualification or postgraduate qualification in a relevant administration, project management or education discipline/e-learning qualification and/or extensive relevant work experience in clinical trials or education  

The Person  

Collaboration  
• Builds strong relationships – excellent interpersonal skills with experience in effectively managing the requirements of multiple stakeholders, both internal and external  
• 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  

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

Achievement  
• A self-starter with the proven ability to work and deliver on multiple projects, by prioritising conflicting timeframes  
• Outcomes focussed with pride taken in achieving quality results  
• Comfortable in taking the initiative and exercising judgement in resolving matters as they arise  

Special Requirements  
• Non-smoker  
• Right to work in Australia  
• Satisfactory completion of National Police Check and Qualifications Check if required by role  

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.