Position Title: Education Development Coordinator

Reports To:
- Direct: Senior Manager, Education Development
- Indirect: Head of Education and Training Development
  Head of Research Development

Position Type: Full time, 12-month Maximum Term
Location: 305 Grattan Street, Melbourne

End of Tenure Date: April 2020
(inclusive 6 mths probation)

Key Relationships:
- Internal: Education and Training Development Team
  Research Development Team
  Research & Education Leads
  VCCC member organisations
- External: University of Melbourne

POSITION PURPOSE
The Education Development Coordinator will have responsibility for the development and delivery of educational programming pertaining to the VCCC Research & Education Lead Program and educational projects. The role will report to the Senior Manager, Education 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 VCCC Research & Education Program Managers and the other members of the education and training team.

Successful delivery of VCCC programs will be achieved by working collaboratively with the 10 VCCC members and the various representative committees, as well as liaison with external stakeholders. The Education Development Manager 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, education 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.

**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:**
The Education Development Coordinator will be responsible for the following activities:

- Support the implementation of the VCCC vision for integration of research and education with clinical care
- Support the Senior Manager, Education Development and Head of Education and Training to help coordinate and facilitate the VCCC Education and Training Program, and the various projects encompassed in the Program
- Coordinate the planning, development, promotion, delivery, evaluation and review of face-to-face and online educational projects and programs
- Develop online learning programs (eg. Massive Open Online Courses) in association with the Research & Education Leads
- Collaborate with subject matter experts and external consultants to develop high-quality educational content and activities
- Coordinate the development and delivery of identified educational projects within the Research & Education Leads program
- Liaise with VCCC Communications Team to promote the education and training program to internal and external stakeholders through presentations, reports, articles, social media, web-based notifications, newsletters etc
- Ensure the delivery of all education and training projects to time, budget and satisfaction of all stakeholders
- Prepare status reports for internal and external project management purposes and in support of evaluation frameworks and requirements

**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
- Maintain the right to work in Australia
- Satisfactory completion of National Policy Check and Qualifications Check, as 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:

- Demonstrated experience in management of content development, delivery, promotion and evaluation of educational activities in a complex medical environment
- Proven ability to follow direction, work autonomously and collaborate with staff and external stakeholders
- Excellent oral and written communication skills (inclusive of strong skills in Microsoft Office)
- Experience writing reports, briefs and other written communications for a range of audiences
- Proven organisational ability with a demonstrated ability to work and deliver on multiple projects with conflicting timeframes in a matrix structure.

Desirable

- Experience in utilising and managing learning management systems
- Experience in e-learning educational content development, moderation and facilitation
- Experience in conducting systematic literature searches and reviewing information to inform relevant projects
- Experience working within the health sector or related area

Qualifications

- Completion of a higher degree in education or e-learning; or an equivalent combination of education, training, and experience

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

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.