**Position Title:** Research Program Coordinator

**Reports To:**
- Direct: Nurse-Led Research Program Manager
- Indirect: VCCC Research and Education Lead for Cancer Nursing, and Head, Education and Training Development

**Position Type:** Full time, Maximum Term Contract

**Location:** 305 Grattan Street, Melbourne

**End of Tenure Date:** 30 June 2020

**Key Relationships:**
- Internal:
  - VCCC Research & Education Lead – Cancer Nursing
  - Head of Clinical Trial Programs
  - Education and Training team
  - Communications team
- External:
  - Cancer Nurses
  - Clinicians, Researchers and Educators across the VCCC alliance
  - Education providers / consultants as required

**POSITION PURPOSE**

The Research Program Coordinator will contribute towards the co-ordination, education, implementation and promotion of research activities aimed at building research capability among nurses across seven hospitals.

In conjunction with the Nurse-Led Research Program Manager, the Research Program Coordinator will be responsible for supporting nurses to engage in research, and organising, sourcing and generating research content for workshops and an online forum of cancer nurses. The Research Program Co-ordinator will also be responsible for contributing to the reporting 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 Research Plan (SRP), a four-year agreement (2016-2020) with the Department of Health and Human Services. The programs of work involving the development of nursing researchers and clinical trial nurses 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.

VCCC’s SRP programs are closely inter-linked, therefore the role will work closely with other VCCC Program teams to ensure integration of this specific program of work into the overall strategic direction and activities of the VCCC.
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

KEY RESPONSIBILITIES:

Project Coordination
• Scope research resources pertaining to nurse-led research addressing the needs of the nursing workforce to enable implementation of the Program deliverables
• Moderate the online research communication forum for cancer nurses
• Collaborate with subject matter experts and external consultants to develop educational content and activities in order to contribute to an online forum
• Liaise with VCCC Educational and Training staff and VCCC Communications Team to develop and promote program activities to stakeholders
• Contribute to status reports for internal and external project management purposes
• Assist with the evaluation of the program

General
• Support the implementation of the VCCC vision for integration of research and education with clinical care
• Support the VCCC Head of Education and Training to coordinate and facilitate the programs of the VCCC SRP that pertain to nurse-led research
• Work in accordance with VCC 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:
• Proven experience of a variety of research methodologies (e.g. evaluation, qualitative, implementation science, mixed-methods, co-design)
• Knowledge of research principles inclusive of evaluation; qualitative analysis; co-design; observational studies; randomised controlled trials; pragmatic trials; behavioural; health services research and implementation science methodology
• Excellent written communication skills, with experience writing reports, briefs and other written communications for a range of audiences
• Proficiency in Microsoft Office suite

Desirable:
• Experience in managing content development, delivery, promotion and evaluation of educational activities in complex health care settings
• Experience in conducting systematic literature searches and reviewing information to inform relevant projects

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

Special Requirements
• Non-smoker
• Right to work in Australia
• Satisfactory completion of National Policy Check and Qualifications Check

The Person

Collaboration
• Excellent interpersonal skills with experience in effectively managing the requirements of multiple stakeholders, both internal and external
• A team player who shares knowledge and information and seeks contributions from others
• Experience in networking with demonstrated ability to create and sustain dynamic, engaging and inclusive relationships is desirable

Integrity
• Consistently follows through on commitments
• 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 potential barriers

Achievement
• A self-starter with the proven ability to work and deliver on multiple projects, by prioritising conflicting timeframes
• Takes responsibility for quality outcomes and timely outcomes

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. Opportunities for appointment beyond mid-2020 will be dependent on requirements and renewed funding.