Position Description
Program Manager, Translational Research

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Program Manager, Translational Research</th>
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<tbody>
<tr>
<td>Reports To:</td>
<td>Direct: Associate Head of Research</td>
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<td>Indirect: Head of Research</td>
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<td>Direct Reports:</td>
<td>Project Officer(s) TBC dependent on finalised program activities</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</td>
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<td>(working from home during the COVID-19 pandemic)</td>
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<td>Key Relationships:</td>
<td>Internal</td>
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<td>• Research Programs Coordinator</td>
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<td></td>
<td>• Research Team</td>
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<td></td>
<td>• Collective Impact Team</td>
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<td></td>
<td>• Education Team</td>
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<td></td>
<td>• Joint SPP Review and Oversight Committee</td>
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<td></td>
<td>• Cancer Research Advisory Committee (CRAC)</td>
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<td>• Cancer Consumer Advisory Committee</td>
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<td>• Cancer Equity Advisory Group (to be established)</td>
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<td>• Program Steering Groups and Working Groups</td>
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<td></td>
<td>• Clinicians and Researchers across the VCCC Alliance</td>
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<td>• VCCC Distributed Leaders</td>
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<td>External</td>
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<td>• VCCC regionally-based partners, as relevant</td>
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<td>• Cancer Council Victoria</td>
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<td>• Other external entities, as relevant to program implementation</td>
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POSITION CONTEXT

Translational Research is defined as the process by which the results of laboratory research are used to develop new ways to diagnose and treat disease. The Victorian Comprehensive Cancer Centre (VCCC), as part of its Strategic Program Plan 2020-2024, is investing $7.5M over 3.5 years to support two programs; Personalised Cancer Care and Accelerate Novel Therapies, which together aim to better coordinate and integrate multi-disciplinary translational research, from human laboratory studies through to molecular testing and molecularly directed/early phase trials. There is particular focus on genomics, immunotherapy, and the development of, and access to, novel cancer therapies.

POSITION PURPOSE

The Program Manager, Translational Research will be responsible for the development, implementation and evaluation of the Personalised Cancer Care and Accelerate Novel Therapies Strategic Programs, two important programs incorporated within the VCCC’s broader Strategic Program Plan (SSP).
The role requires a proactive and highly-motivated individual with extensive experience in clinical research (preferably related to cancer) who can establish strong working relationships with multi-disciplinary teams of researchers and clinicians across VCCC member organisations and other partners. Working in close collaboration with program steering groups and other key contributors, the incumbent will be responsible for co-ordinating and facilitating the work required to deliver the programs, which together have the overarching goal of accelerating access to molecular testing and novel therapies for patients with cancer.

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 codesign 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

- Working in partnership with Steering Group Chairs and members for the Personalised Cancer Care and Accelerate Novel Therapies programs, responsibilities include:
  - developing and strengthening collaborative working relationships across multiple organisations relevant to developing the objectives of the programs
  - engaging stakeholders from across the VCCC partner organisations, and beyond where appropriate, to optimise participation in and dissemination of learnings from the two programs
  - guiding and facilitating the program of work to achieve the goals for each program
  - ensuring continuity and coordination between the two programs across the translational research pipeline
  - supporting Steering Group meetings through development of agendas and workplans, and through documenting decisions and outcomes
  - encouraging early consideration of opportunities for the inclusion of VCCC cancer consumer representatives for the benefit of informing program development
  - coordinating roles supported by the programs and located at member organisations to ensure a ‘community of practice’ and harmonisation of purpose
  - contributing to the programs through:
    - developing and running meetings, workshops, symposia and other events
    - developing relationships with research offices across the VCCC Alliance, with particular focus on facilitating research ethics and governance approvals for multi-site research
    - developing and writing ethics submissions, protocols and other documents when required
    - gathering, synthesising, interpreting and communicating the evidence-base that facilitates development of the workplan
    - Identifying opportunities for leveraged funding and supporting funding applications where required
    - ensuring that required project management documents and program reports are completed in a timely fashion
    - working with the Chairs, Steering Groups and other stakeholders to conduct process evaluations and outcome evaluations for the programs
    - With the assistance of the Research Programs Coordinator, schedule meetings, develop and track budgets, contracts, invoicing, reporting
    - facilitating consumer engagement and consumer-led research in the development, implementation and evaluation of the programs
  - Coordinating the VCCC Molecular Tumour Board meetings to facilitate:
    - discussion of results of patients’ genomic testing in a multi-disciplinary team meeting environment to support clinical decision-making
    - optimisation of the educational opportunities afforded through the Molecular Tumour Board
• Promoting harmonisation and pro-actively identifying synergies with other programs that are part of the VCCC Strategic Program Plan
• Collaborating and contributing as a member of the broader Research Portfolio Team
• Ensuring inclusion of consumers early in program development and throughout the program cycle to leverage valuable perspective and input
• Collaborating with the Collective Impact Team to develop a communications strategy, generate research-relevant metrics, evaluate and report on program outcomes
• Collaborating with the Consumer Inclusion Manager to develop a consumer inclusion strategy, monitor metrics and report on relevant program outcomes, including the managing, resourcing, and supporting consumer-led research initiatives relevant to the program
• Be prepared to work flexibly and with agility as the programs develop and mature

General
• Work in accordance with VCCC policies and procedures, following reasonable directions
• Share information and work collaboratively and collegiately with all VCCC staff, stakeholders and committees
• Contribute to VCCC internal staff meetings, leading by example, sharing knowledge and expertise and looking to improve and innovate at every opportunity
• Participate in the VCCC Performance Planning and Development Review processes
• Assist with or take on other relevant duties or support for other programs 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

Key Selection Criteria:

Experience
• Proven experience in health research program/project management (possibly in an academic setting)
• Significant experience effectively managing the requirements of a wide range of stakeholders, including senior academics, clinicians and researchers
• Significant experience working within one or more of the following areas of clinical research (preferably related to cancer):
  o Genomics
  o Immunotherapy (or Immunology)
  o Early drug development
  o Early phase/molecularly driven clinical trials
  o Precision medicine
• Solid understanding of the regulatory, ethics and governance requirements of clinical research and clinical trials; hands on experience preparing ethics and governance applications for multi-site research projects is highly desirable
Expertise

- Strong understanding of program management frameworks and methodologies, with ability and skill to adjust processes to problem solve and remove unnecessary complexity
- Excellent written and oral communication skills appropriate for a range of audiences
- Well-developed analytical skills and the ability to synthesise information to resolve complex problems
- Demonstrated expertise working independently, as part of a team, and in an agreed strategic direction

Desirable

- Experience in the collection of biospecimens for research projects
- Practical experience in managing/coordinating clinical trials, especially early phase, and an understanding of clinical trial methodologies

Qualifications

- Tertiary higher degree (preferably PhD) in a relevant clinical, scientific or public health discipline

The Person

- Skilled in building strong and sustainable relationships to build consensus, drive solutions and overcome barriers
- Shares ideas and welcomes alternatives from diverse stakeholders to drive solutions and overcome
- Thinks laterally and pursues opportunities for innovation
- Consciously considers equitable approaches to cancer care to include and address the needs of vulnerable groups
- Comfortable in taking the initiative and exercising judgement in resolving matters as they arise

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:

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.