**Position Description**

**Education Program Officer**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Education Program Officer</th>
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<tr>
<td>Reports To:</td>
<td>Direct</td>
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<td></td>
<td>Shared reporting responsibility:</td>
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<tr>
<td></td>
<td>• Clinical Trials Workforce Development Manager</td>
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<td></td>
<td>• Master of Cancer Sciences Graduate Program Lead</td>
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<tr>
<td>Indirect</td>
<td>Head of Education and Training Development</td>
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<td>Position Type:</td>
<td>Part time 0.8 FTE (4 days p/w) to full time (negotiable)</td>
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<td></td>
<td>Maximum Term Contract (Approx. 0.6 FTE Workforce, 0.4 FTE Masters)</td>
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<tr>
<td>Location:</td>
<td>Primarily 305 Grattan Street, Melbourne</td>
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<td>This is a multi-campus role and the incumbent will be required to meet and work with contacts in locations outside of the Parkville precinct on occasion.</td>
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<tr>
<td>End of Tenure Date:  (inclusive 6 mths probation)</td>
<td>30 June 2020</td>
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<td>Key Relationships:</td>
<td>Internal Clinical Trials Workforce Development</td>
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<td>• Head of Education and Training Development</td>
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<td></td>
<td>• Education and Training, Clinical Trial Programs &amp; Research Development Teams</td>
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<td></td>
<td>• Head of Strategic Initiatives &amp; Quality</td>
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<td>• Communications Team</td>
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<td>• Consumer Engagement Manager</td>
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<td>• VCCC member organisations including Clinicians, Researchers and Educators.</td>
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<td></td>
<td>Internal Master of Cancer Sciences Program</td>
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<td>• Graduate Programs Lead (Master’s Program)</td>
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<td>• Head, Education and Training Development</td>
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<td></td>
<td>• Course Convenors</td>
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<td>• Subject Development Coordinators / Subject Coordinators</td>
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<td>• Tutors</td>
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<td></td>
<td>• VCCC Education and Training team members</td>
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<td></td>
<td>External Clinical Trials Workforce</td>
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<td></td>
<td>• Consultant, eLearning modules development</td>
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<td></td>
<td>• Clinicians, Researchers and Educators within VCCC Alliance organisations and other state/regional organisations across Victoria</td>
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<td>• Clinical Trials Workforce &amp; external education providers</td>
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<td>• Cancer Trials Australia</td>
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<td>• Cancer Council Victoria</td>
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The Education Program Officer is responsible for the administration and coordination of multiple educational and training activities that arise out of, and that will support, two key umbrella programs:

- the VCCC Clinical Trials Workforce Development program and
- the Master of Cancer Sciences program.

The Education Program Officer is responsible for the coordination of diverse stakeholder groups across VCCC member organisation (VCCC Alliance) and works closely with key stakeholders both within the VCCC Alliance and from other state/regional organisations across Victoria while also working closely with members of the VCCC education and training team.

The role provides administrative support across a range of initiatives including; 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 Master of Cancer Sciences program and a resource platform. This includes support for the implementation of both stand-alone and collaborative, cross-functional activities in close liaison with the education and training, clinical trials and communications teams.

As a shared resource, the Education Program Officer will spend approximately 2 days of the working week providing administrative and coordination support for the master’s program, which will include the organisation of meetings and events, managing processing associated with the Curriculum Approval Publication System, Student One (student services administration), liaison with multiple contributing stakeholders to provide support and assist with the coordination of content input and other project activities.

Reporting
The role will report to the Manager, Clinical Trials Workforce Development and the Master of Cancer Sciences Graduate Program Lead under the direction of the Head of Education and Training Development.

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.

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 Education Program Officer will be responsible for the following activities:

Coordination & Consultation
• Provide vital administrative support and coordination to a broad range of programs that exist within two key programs known as the Clinical Trials Workforce Development Program and Masters of Cancer Sciences Program
• Assist the externally appointed Educational Design Consultant in the completion of the eLearning modules, as required
• Provide administrative support for the Clinical Trial Assistant and Study Coordinator Intern SKILLED program, currently close to conclusion for 2019
• Coordinate the 2020 intern-SKILLED program including:
  o Organising the communication, recruitment and orientation processes in liaison with the Clinical Trials Workforce Development Manager and Clinical Trial Unit managers
  o Organising the training venue and booking interns into external training programs
  o Develop and manage the process for monitoring intern progress, including competency assessments
  o
• Engage with and build effective relationships across the clinical trial, education and university sector to successfully implement workforce and master’s activities to meet program goals

Administration
• Work collaboratively and collegiately with all VCCC staff, committees, working parties, external consultants and stakeholders to support program and organisational goals
• Work closely with and provide administrative support to the Clinical Trials Workforce Development Manager, Educational Design Consultant and master’s Program Project Lead
• Assist with the development, launch and evaluation of a suite of online educational modules for Clinical Trial Assistants and Study Coordinators
• Coordinate a variety of administrative processes for: scholarships, regional support applications, regional professional development programming, workshops and induction programming, subject matter experts, including meeting and interview scheduling and general administration
• Support the coordination and evaluation of the clinical trials internship program/s
• Manage the clinical trials online resource portal and online systems associated with the master’s program
• Contribute to VCCC internal staff meetings, leading by example, sharing knowledge and expertise and looking to improve and innovate at every opportunity

General
• Take reasonable care for your own health and safety and that of other colleagues and people who may be affected by your conduct
• 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

KEY SELECTION CRITERIA:

Skills & Experience

Essential:
• Extensive experience as a project officer/assistant and/or high-level administration officer/assistant in a complex and busy work environment
• Organised with excellent time management and general administrative skills
• Demonstrated high level of attention to detail and accuracy
• Proven problem-solving skills with the ability to learn new processes and programs quickly
• Significant experience in developing effective relationships with diverse stakeholders, navigating complexities, with the ability to adapt to different stakeholders’ styles
• Demonstrated experience in managing multi-stakeholder tasks and demands with conflicting priorities with the application of judgement and discretion
• A flexible and agile approach to changes to tasks and priorities in a multi-stakeholder, agile working environment
• Able to work autonomously while also willing and able to work collaboratively with colleagues and stakeholders
• Excellent interpersonal, oral and written communication skills
• Proficient in the use of Microsoft Office

Desirable
• Experience in relaying information through the use of multimedia systems that include different forms of communication e.g., Adobe Premiere Pro, Zoom, Microsoft PowerPoint & Excel
• Experience in managing a learning management system e.g. blackboard
• Experience working within the health sector or related area

Qualifications
• Tertiary qualification or postgraduate qualification in a relevant discipline such as administration, project management or education/e-learning and/or extensive relevant work experience in clinical trials or academic 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
- Works independently and proactively to collaborate with various teams to ensure overall goals and strategic priorities are achieved
- Flexible and adaptive to the needs of stakeholders and colleagues

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

- 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
- Right to work in Australia
- Satisfactory completion of National Police Check and Qualifications Check, as required

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.