Position Description

Evaluation Manager

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<th>Position Title:</th>
<th>Evaluation Manager</th>
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<td>Reports To:</td>
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<td>Direct</td>
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<td>Indirect</td>
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<td>Position Type:</td>
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<td></td>
<td>Maximum Term</td>
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<tr>
<td>End of Tenure Date:</td>
<td>12 months</td>
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<td>(inclusive 6 mths probation)</td>
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Key Relationships:

- Internal
  - VCCC Leadership Team
  - VCCC Program Managers
  - VCCC Program Steering Groups
  - Other VCCC Advisory Committees:
    - Cancer Research Advisory Committee
    - Cancer Education & Training Advisory Committee
    - Cancer Consumer Advisory Committee
  - VCCC Board
- External
  - Department of Health and Human Services

BACKGROUND

The Victorian Comprehensive Cancer Centre (VCCC) is a collaborative joint venture, funded by 10 Alliance members and the Victorian government. Conducting effective evaluations and informed reporting is therefore a crucial process for determining that VCCC initiated programs, and more broadly the organisation, is effectively carrying out activities, meeting its strategic objectives and organisational KPIs, and ultimately adding value by having a measurable impact on the Victorian cancer sector.

In 2018, the VCCC commissioned the development of an evaluation framework and implementation plan to determine the most suitable way to define and measure the value, outcomes, and impact of the VCCC. The framework was developed in consultation with the VCCC and an expert working group comprising representation from the VCCC alliance, Victorian Government, and consumers. The framework contains indicators to measure the activities, functioning, and outcomes at two distinct levels: the VCCC (whole of organisation) and the Strategic Research Plan (program level work). It is intended to be a living document, which will be continually revised and updated based on evolving requirements.

POSITION PURPOSE

A newly created position for an Evaluation Manager is now required to operationalise the evaluation framework within the VCCC. Reporting to the Head of Program Development & Quality, the Evaluation Manager will be responsible for enabling informed evaluation and integrated reporting in a manner that is relevant and transparent to VCCC funders and partners, key delivery teams, VCCC Board and Board committees. The Evaluation Manager will lead the development and consolidation of measures of success and work to align those measures with the operational strategy of the organisation. The position will be pivotal in
enabling the VCCC to effectively communicate the relative merits of funding and objective return on investment with alliance members, key stakeholders and government.

More generally, the Evaluation Manager will be a proactive and autonomous individual with exceptional skills in conducting complex evaluations in a healthcare setting. They will be highly motivated, with a background in both strategic and program level evaluation. The appointee will be expected to consciously transfer evaluation techniques and skills to VCCC colleagues, particularly Program Managers and relevant key stakeholders to build VCCC’s capability in this area. The incumbent will use their significant project management experience to drive a well-coordinated process, with a strong focus on stakeholder management due to the central and facilitative role the VCCC plays in supporting our 10 alliance members and adding value to the cancer sector in Victoria and beyond.

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**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 working together to accelerate and amplify leading-edge cancer research, knowledge and expertise to benefit the Victorian community and to ultimately enhance patient outcomes.

**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. A strategic bid to extend funding is currently underway.

**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:**

**Evaluation Management**

- After developing an understanding of the VCCC’s phase of evolution and the forward-looking delivery requirements over the next 12 months, use a program planning approach to review and refine the
VCCC Evaluation Framework and Implementation Plan to ensure it is ready to be operationalised and able to measure value, outcomes, and impact for the VCCC across multiple layers.

- Leveraging the VCCC Evaluation Framework and Implementation Plan, plan and lead a baseline evaluation of the VCCC and the SRP for both reporting purposes, to also inform the development of the 2020-25 VCCC Strategic Plan and Business Case.
- In collaboration and communication with program managers, plan and document VCCC and SRP-level evaluation data requirements (e.g. via a crosswalk) to ensure data collection is co-ordinated and recorded in a consistent way at the individual program level and able to be aggregated to report on the more strategic goals and measures required of the VCCC and SRP.
- Oversee the development and effectiveness of evaluation questions and data sources to ensure reporting requirements can be met.
- Seek and provide advice on any ethics requirements to support evaluation activities and, if required, manage a coordinated ethics application to cover all levels of evaluation to avoid duplication of effort.
- If necessary, commission and supervise suppliers of data collection services.
- In consultation with the VCCC Leadership Team and other key stakeholders, ensure appropriate interpretation and contextualisation of evaluation outcomes and recommendations.
- Provide independent, constructive, and critical input throughout the evaluation process to ensure that any perceived risks of biases associated with internal evaluation are managed.
- Provide tailored support and coaching (depending on need) to VCCC program managers as they plan, conduct, and report on their individual program evaluations.
- Work with program managers to ensure:
  - their data collection and statistical analyses are carried out with respect to appropriate quality control procedures
  - their evaluation reports are prepared in a consistent manner, providing guidance on language and tone for various audiences.
- Provide leadership in evaluation within the VCCC team and work towards embedding a culture of evaluation within the VCCC staff team.
- Synthesise the evaluation data and reports to inform priority work for the VCCC.

General

- Contribute to VCCC Board, Government and other committee or key stakeholder reporting, as required.
- Assist with other tasks/projects as reasonably required in line with the incumbent’s skill set and the needs of the organisation.
- Work collaboratively and collegiately with all VCCC staff and committees to support program goals and objectives and ensure the work of each program relates to broader VCCC activities.
- Contribute to and support VCCC events and educational programs, as appropriate.
- Work in accordance with VCCC policies and procedures.
- 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.
- 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:

Experience

- Significant experience planning, designing, and conducting evaluations in a health or social sector context.
- Previous experience in data interpretation and reporting to support/inform ongoing program development.
- Previous experience working in a complex, multi-faceted organisation such as health and/or the academic sector.
- Demonstrated experience in managing collaborative relationships with a diversity of stakeholders – government officials, consumer representatives, senior academics, clinicians and researchers.
- Experience working as a part of a professional team on interconnected programs of work.
- Demonstrated experience working independently to achieve objectives aligned with an agreed strategic direction.
- Proven project management experience, including working with and applying project management frameworks and methodologies.
- Demonstrated experience coordinating meetings and events.

Skills

- Proven ability to design data collection instruments, and analyse, synthesise and triangulate data.
- Excellent data interpretation and report writing skills (including manuscripts) to support ongoing program development.
- Outstanding interpersonal skills including the ability to build strong working relationships with colleagues, key stakeholders and collaborative groups.
- Proven ability to exercise sound judgment and sensitivity in managing relationships.
- Excellent problem-solving ability.
- Proven organisational skills, ability to prioritise and efficiently manage time effectively.

Qualifications

- Tertiary qualification or postgraduate qualification in relevant discipline such as health, social science, management or related field.

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

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.

The VCCC values diversity and uses a range of methods to proactively seek to hear the voices of those who are under-represented in our consumer engagement work. This extends to diversity of cancer experiences, life experiences, age, culture, language, literacy and area of residence.

TERM:

The tenure of this role is linked to VCCC Strategic Research Plan and the operational requirements for this position. Potential opportunities for appointment beyond 12 months will be dependent on renewed funding and operational requirements.