

# Position Description

## Project Officer, Master of Cancer Sciences



VICTORIAN  
COMPREHENSIVE  
CANCER CENTRE


<b>Position Title:</b>	Project Officer, Master of Cancer Sciences		
<b>Reports To:</b>	Direct	Graduate Programs Lead	
	Indirect	Head of Education and Training Development and Course Convenors, Master of Cancer Sciences	
<b>Position Type:</b>	Part time, 0.8FTE, 4 days a week	<b>Location:</b>	305 Grattan Street, Melbourne
<b>End of Tenure Date:</b> <i>(inclusive 3 mths probation)</i>	Until June 2020		
<b>Key Relationships:</b>	Internal	<ul style="list-style-type: none"> <li>• Graduate Programs Lead</li> <li>• Head, Education and Training Development</li> <li>• Course Convenors</li> <li>• Subject Development Coordinators / Subject Coordinators</li> <li>• Tutors</li> <li>• VCCC Education and Training team members</li> </ul>	
	External	<ul style="list-style-type: none"> <li>• University of Melbourne, Melbourne School of Professional and Continuing Education (MSPACE) team</li> <li>• Relevant VCCC partner institutions</li> <li>• Subject matter experts</li> </ul>	

### POSITION PURPOSE

The Project Officer, Master of Cancer Sciences will be responsible for assisting in the administration and educational support of the Victorian Comprehensive Cancer Centre's (VCCC) Master of Cancer Sciences program. Responsibilities will include a wide range of project activities including supporting the production of appropriate educational materials to enable the successful delivery of the Masters' program in 2019 and beyond.

The Master of Cancer Sciences is a fully online two-year part time course offered jointly by the VCCC and the University of Melbourne. It is particularly targeted at clinicians such as surgeons, radiologists, oncologists, haematologists, general practitioners, nurses and allied health staff. The Master of Cancer Sciences is a flagship course of the Victorian Comprehensive Cancer Centre and its ten partner organisations. The philosophy behind the Master of Cancer Sciences is to provide a contemporary, evidence-based program to health professionals to improve the outcomes and quality of life for patients with cancer and ultimately to improve cancer treatment outcomes.

The Project Officer, Master of Cancer Sciences will report to the Head, Education and Training Development and work under the academic direction of the Course Convenors, Masters of Cancer Science and Lead, Graduate Programs. A substantial portion of this role will entail assisting and supporting the Lead, Graduate Programs in the administration and educational development of the Masters' program to ensure project outcomes and deadlines are met.



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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.

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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 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*

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## KEY RESPONSIBILITIES:

- Support the Course Convenors, Head Education and Training Development and Lead, Graduate Programs to produce high quality, globally applicable, educational materials based on best practice cancer science, care and education.
- Manage and coordinate project activities to ensure timely delivery of milestones, escalating emergent risks and issues as appropriate. This includes: liaison with subject matter experts, meeting scheduling, and general administration.
- Create interactive online learning animations, script written content and assessment materials; working in collaboration with the Lead Graduate Programs, MSPACE team and subject matter experts to complete tasks to the highest possible standard.
- Support the advancement of online learning and teaching within the VCCC through profile-raising activities such as: applications for funding, speaking at conferences, researching and implementing best practice, and publicising project outcomes.



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## Other Requirements

- 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.
  - 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.
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## KEY SELECTION CRITERIA:

### ESSENTIAL

- Expertise in the cancer biology underpinning clinical care
- Interest or experience in graphical illustration and animation
- Demonstrated ability to plan and deliver student-centred academic professional development programs and resources.
- Demonstrated interpersonal and professional communication skills to be able to effectively communicate and build strong working relationships with a variety of academics at different levels within the University, clinicians and researchers within the VCCC and the wider community.
- Demonstrated ability to work on a variety of projects simultaneously, and to respond to the needs of individual projects by setting own priorities or working to established priorities.
- Proven ability to work within a team responsible for delivering educational project outcomes to time and budget.

### Qualifications


- Minimum of an Honours level degree in cancer biology or equivalent in the clinical sciences
- Tertiary qualification and/or experience working in education would be highly regarded

### DESIRABLE

- Demonstrated ability to utilise presentation software for animations and infographics
- Demonstrated knowledge of all aspects of the multimedia development lifecycle, including the ability to provide appropriate support in the design and development of quality educational multimedia projects.
- Prior teaching experience at a tertiary level.
- Prior work/study in an oncological discipline or context
- Prior work/study in basic science at a molecular level
- Demonstrated knowledge of and proven experience in the use of a Learning Management System, e.g. Blackboard
- Evidence of previous workplace/academic innovation

## The Person

### *Collaboration*

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- 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
  - Works independently and proactively to collaborate with various teams to ensure overall goals and strategic priorities for learning and teaching are achieved.

#### *Integrity*

- Consistently follows through on commitments
- Makes decision based on sound judgement with the best interests of the program and the VCCC in mind
- Is considerate and mindful, treating others with dignity and respect

#### *Creative*

- Thinks laterally and pursues opportunities for innovation and in the creation of new processes and products.
- Taps into relevant people and resources to develop solutions to potential barriers
- Has a detailed knowledge of all aspects of the online learning development lifecycle, including the ability to provide appropriate support in the design and development of quality educational materials. A

#### *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 results

### **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 June 2020 will be dependent on renewed funding and operational requirements.