

# Position Description

## Manager, Health Equity



<b>Position Title:</b>	<b>Manager, Health Equity</b>		
<b>Reports To:</b>	Direct	Head Quality and Strategic Initiatives	
	Indirect	Health Equity Advisory Group Health Equity Steering Group	
<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>Health Equity Project Officer (Indigenous) <i>Timing and scope TBC as program is further developed</i></li> <li>Other support role(s) if and as required</li> </ul>		
<b>Position Type:</b>	Full time, Maximum Term to 30 June 2024	<b>Location:</b>	305 Grattan Street, Melbourne (working from home during the COVID-19 pandemic)
<b>Key Relationships:</b>	Internal	<ul style="list-style-type: none"> <li>Leadership Team</li> <li>Program Managers</li> <li>Collective Impact team members</li> <li>Education Team</li> <li>VCCC Health Equity Advisory Group (and Co-Chairs)</li> <li>VCCC Member Organisations</li> <li>VCCC Aboriginal and Torres Strait Islander Research and Education Lead (TBC)</li> <li>VCCC Cancer Research Advisory Committee (CRAC)</li> <li>VCCC Cancer Education and Training Advisory Committee (CETAC)</li> <li>VCCC Cancer Consumer Advisory Committee (CCA Committee)</li> </ul>	
	External	<ul style="list-style-type: none"> <li>Key external organisations working to progress health equity in Victoria and Australia, including those working with key priority groups and on priority issues.</li> </ul>	

### POSITION CONTEXT

Despite major improvements in cancer prevention, detection, treatment and management over the last forty years, significant inequities in cancer outcomes remain, particularly for specific population groups and for people living in rural and regional Victoria. Contributing to overcoming inequitable outcomes for Victorians affected by cancer is a core goal of the Victorian Comprehensive Cancer Centre's (VCCC's) strategic plan for 2020-2024.

As an alliance of 10 organisations, the VCCC has a unique opportunity to enable sustainable systems change through careful collaborative action focused on challenges difficult for individual organisations to address. With our focus on building capability through enabling innovation in clinical research, clinical trials, translation of evidence into practice and education and training, the VCCC has demonstrated success in identifying and addressing barriers to participation for some groups – such as for adolescents and young people wishing to participate in clinical trials thereby receive treatment they would otherwise not have had.



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The VCCC has established a program of work to increase attention on addressing inequities across all VCCC programs. Fundamental to this is to ensure we build on, rather than duplicate, existing initiatives and knowledge and target our action to key areas where the VCCC can contribute the most value. The key aims of this program are to:

- Establish an advisory group to ensure the needs of underserved populations are addressed in the work of the VCCC now and into the future
- Collaborate across the VCCC and with external partners to ensure the VCCC is complementing and building on the work of others to improve equity of cancer outcomes
- Develop a methodological framework to ensure the VCCC adds maximum value to improving equity of cancer outcomes
- Develop, implement and evaluate interventional strategies to address inequities in cancer outcomes.

Key priority groups identified to date include Aboriginal and Torres Strait Islander communities and people from culturally and linguistically diverse backgrounds and, over time, additional groups and issues may be identified. It is envisaged that any work with Aboriginal and Torres Strait Islander communities will be Aboriginal and Torres Strait Islander-led, potentially through establishment of an appropriate advisory mechanism, such as the employment of an Aboriginal and Torres Strait Islander Research and Education Lead and/or an Aboriginal and Torres Strait Islander Project Officer and engagement with key organisations such as the Victorian Aboriginal Community Controlled Health Service.

#### **POSITION PURPOSE**

The Manager, Health Equity will work closely with an already established program Steering Group and be accountable for driving ongoing development and implementation of the VCCC Cancer Health Equity Program. This will include:

- establishing a VCCC Health Equity Advisory Group and implementing activities to identify and capitalise on opportunities to improve equity across VCCC programs;
- supporting establishment and implementation of an Aboriginal and Torres Strait Islander led initiative; and
- conducting work to progress action for other identified groups and/or issues, such as people from culturally and linguistically diverse backgrounds.

This role requires a pro-active and highly-motivated individual with significant experience in developing and implementing complex equity-related initiatives, preferably in the health sector, and who can establish strong collaborative relationships with staff across the VCCC, within member organisations and with external stakeholder. Level of the position within the VCCC structure and remuneration will be dependent on the level of experience and expertise of the suitable incumbent.

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#### **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.



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## 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 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*

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## Main Responsibilities

### Program Management

- Working in partnership with a Steering Group and Chair to develop and implement initiatives to address issues contributing to inequities in cancer outcomes, including:
  - Developing, strengthening and leveraging collaborative working relationships across multiple organisations, including both VCCC members and external stakeholders, relevant to developing the objectives of the program

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- Establishing advisory mechanisms, including a VCCC Health Equity Advisory Group and an Aboriginal and Torres Strait Islander Advisory Group and supporting implementation of associated programs of work
  - Undertaking key activities required to inform program development such as conducting mapping exercises, needs assessments and evidence reviews to ensure the VCCC is building on, aligning with and adding value to the work of others
  - Developing frameworks and tools to support VCCC programs identify and address equity issues
  - Supporting Steering Group meetings through development of agendas and workplans, and through documenting decisions and outcomes
  - Encouraging early opportunities for the inclusion of VCCC cancer consumer representatives to inform program development
  - Coordinating roles supported by the program and located at member organisations to ensure a 'community of practice' and harmonisation of purpose
  - Undertaking activity in line with the VCCC Program Management Framework and ensuring all project management documents and reports are completed in a timely fashion
  - Tracking program and project budgets and ensuring compliance with VCCC budget requirements
  - Developing and implementing a program evaluation plan to track key program outputs and outcomes.
  - Collaborating with all VCCC Programs to identify and address barriers to equity
  - Collaborating and contributing as a member of the broader Quality and Strategic Initiatives Team
  - Collaborating with colleagues within the Collective Impact Team to develop a communications strategy, generate research-relevant metrics, evaluate and report on program outcomes and to consider how to best include the perspective of consumers and vulnerable groups
  - Being prepared to work flexibly and with agility as the program develops and evolves

#### **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

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#### **Key Selection Criteria:**

##### **Experience**

- Significant experience developing and implementing programs to address inequities in health

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- Significant major project or program management experience, particularly of collaborative impact programs addressing complex challenges
  - Significant experience effectively managing the requirements of a wide range of stakeholders, including organisations working with or representing the interests of people from underserved populations
  - Significant experience developing and implementing programs to address inequities in health
  - Demonstrated experience facilitating effective processes to identify priority areas for action in fields where there are multiple stakeholders and many needs.
  - Experienced and comfortable in presenting and facilitating meetings and workshops with a wide range of stakeholders, groups and peoples.

#### **Expertise**

- Excellent understanding of health equity and health equity analysis and evaluation
- Excellent understanding of program management frameworks and methodologies, with enough experience and skill to adjust processes to problem solve and remove unnecessary complexity
- Well-developed analytical skills and the ability to synthesise information to resolve complex problems
- Demonstrated expertise working independently, as part of a team and working group, and in an agreed strategic direction

#### **Desirable**

- Proficient in the use of Microsoft Office suite & remote meeting tools such as Zoom or MS Teams

#### **Qualifications**

- Tertiary degree (preferably a postgraduate qualification) in a relevant discipline such public health, public policy, sociology or health sciences.

#### **The Person**

- Excellent communication and considerate interpersonal skill, experienced and comfortable in facilitating groups and meetings, from large to one-on-one with sensitivity
- Skilled in building strong and sustainable relationships to build consensus and achieve stronger results together
- Shares ideas and welcomes alternatives and perspectives from diverse stakeholders and peoples to understand issues, develop solutions and overcome barriers
- Thinks laterally and pursues opportunities for innovation
- Comfortable in taking the initiative and exercising judgement in resolving matters as they arise
- Innovative and adaptable in the face of changing organisational priorities and ambiguous environments

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#### **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.



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**Term:**

The tenure of this role is linked to VCCC Strategic Program Plan. Potential opportunities for appointment beyond Mid-2024 will be dependent on renewed funding and operational requirements.