

Title:	Program Manager - Victoria Paediatric Cancer Consortium (0.8 – 1.0 FTE)
Group & Centre:	Centre for Cancer Research
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2018
Classification	Tap 7
Date Last Updated:	June 2021

About the Victoria Paediatric Cancer Consortium (VPCC)

A multi-institutional partnership to catalyse advances in childhood cancer research and clinical implementation, the VPCC brings together eight of Victoria’s leading research, academic and clinical institutes, working collaboratively towards improving outcomes for children with cancer. These organisations are: Royal Children’s Hospital (RCH), Monash Children’s Hospital (MCH), Hudson Institute of Medical Research (HIMR), Murdoch Children’s Research Institute (MCRI), Monash University, University of Melbourne, Peter MacCallum Cancer Centre (PMCC), and the Walter and Eliza Hall Institute of Medical Research (WEHI). Childhood cancer investigators from these organisations are joining forces towards impactful and interdisciplinary research, medical care, and training the childhood cancer leaders of tomorrow.

The VPCC encompasses multi-institutional partnerships that span discovery research and clinical innovation programs; integrated biobanking, data management and bioinformatics platforms; capacity building for training the next generation of researchers and clinicians, and annual scientific symposium and educational events. The consortium is led by A/Prof Ron Firestein (Head, Centre of Cancer Research at the Hudson Institute), Prof David Eisenstat (Head of Paediatric Oncology at the Royal Children’s Hospital) and Ms. Naama Neeman, VPCC Director (Operations)

1. Overview of the Position

The VPCC Program Manager will provide high level project management planning, coordination and governance across the eight partner Institutes that comprise the Victorian Paediatric Cancer Consortium. The position directly reports to the VPCC Director of Operations with oversight from the VPCC executive leadership team, based at RCH/MCRI and MCH/Hudson Institute. He/she will support the VPCC steering committees through devising agendas as well as recording and following up on decisions, milestones and outcomes; facilitate research ethics and governance approval for multi-site research; develop and run meetings, workshops, symposiums and other events; develop

of the consortium website and manage social media activities; ensuring the inclusion of consumers in program development; and leading the writing and dissemination of program reports.

Specific duties include:

- Detailed preparation meeting materials including agenda, attachments and minutes with a high attention to detail; management and coordination of meeting actions.
- Building and strengthening collaborative working relationships across multiple organisations relevant to developing the objectives of the VPCC programs.
- Overseeing the VPCC website development, media releases, active media engagement, PR, social media platforms and content generation, as well as internal VPCC communications and social media activities. Monitor social media analytics including compilation of reports on social media engagement and reach.
- Developing a VPCC consumer inclusion strategy, including the establishment of a family advisory committee for informing program development, implementation and evaluation.
- Work with VPCC members and partners to manage, deliver and report on media, publications, filming and community or government engagement as needed.
- Write content and assist in the production for a VPCC e-Newsletter.
- Developing workshops, symposia and other events
- Facilitating research ethics and governance approvals for multi-site research
- 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
- Facilitating milestones and outcome evaluations for the VPCC programs

Key Selection Criteria

- Proven experience in health research program/project management (ideally in an academic setting)
- Significant experience in effectively managing the requirements of multiple stakeholders, including senior academics, clinicians and researchers; skilled in building strong and sustainable relationships
- Experience in website development and maintenance, as well as the management of organisational social media strategy and implementation
- Experience and tertiary qualification in marketing, communications or public relations (desired)

- 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
- Hands on experience preparing ethics and governance applications for multi-site research projects is highly desirable
- Comfortable in taking the initiative and exercising judgement in resolving matters as they arise
- Ability to travel to all of the VPCC partner institutions and affiliated Universities.

2. Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	<ul style="list-style-type: none"> ▪ A degree level qualification with relevant experience; or ▪ An associate diploma with substantial relevant work experience; or ▪ Substantial experience & specialist expertise; or ▪ An equivalent combination of relevant experience & education/training.
Supervision & Leadership	<ul style="list-style-type: none"> ▪ General to broad direction ▪ May supervise or coordinate other non-professional staff to achieve objectives ▪ Will perform work assignments guided by policy, precedent, professional standards & /or specialist expertise
Knowledge	<ul style="list-style-type: none"> ▪ Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. ▪ Employees would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected. ▪ In technical and administrative areas, have a depth or breadth of expertise developed through extensive relevant experience and application. ▪ Performs tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures, systems, processes and techniques ▪ Understands & identifies how their work impacts on other related functions ▪ Will provide interpretation, advice & decisions on procedures & protocols in the immediate work area ▪ Is able to adapt procedures & techniques as required to achieve objectives without impacting on other areas ▪ Will have latitude to develop or redefine & interpret policy and protocols so long as other work areas are not affected ▪ Has developed areas of specialist expertise

Communication & Profile	<ul style="list-style-type: none"> ▪ Prepares complex documentation & reports requiring in-depth analysis ▪ Initiates & maintains relationships with internal stakeholders ▪ Negotiates with internal stakeholders & peers to gain cooperation & achieve objectives ▪ Plans, leads & facilitates consultative processes involving difficult or sensitive issues ▪ Identifies & actively works on areas of professional & personal development ▪ Identifies key messages & information required for decision-making
Judgment, Innovation and Problem Solving	<ul style="list-style-type: none"> ▪ Designs, develops & maintains complex, procedures, systems &/or equipment ▪ Undertakes planning processes & develops proposals for plan implementation ▪ Analyses & reports on activities affecting the work area and/or data and experimental outcomes ▪ Exercises high level diagnostic skills on sophisticated equipment or systems ▪ Has discretion to innovate within own function & take responsibility for outcomes ▪ Interprets & develops policy within the immediate work area

3. Working Relationships

Internal

- VPCC head of clinical programs
- VPCC head of research programs
- VPCC Director (Operations)
- VPCC Chief Investigators and Associate Investigators
- VPCC scientific staff
- VPCC administrative Staff

External

- Childhood cancer foundations
- External collaborators (nationally and globally)
- Funding agencies (government and private)

4. About the Hudson Institute

Vision and Values:

Our Vision: We strive to enhance human health and the quality of life through ground-breaking, collaborative, medical research discoveries and innovation, and ensure its direct impact on the community.

Our Mission: To capitalise on our multidisciplinary research strengths and academic and health partnerships to provide transformative and innovative solutions to major health problems.

Our Values:

Innovation: We inspire and enable world class researchers at the frontiers of science and medicine to find new and transformative solutions to people’s greatest health challenges.

Collaboration: Our multidisciplinary, integrated approach creates an enriched, energetic environment that encompasses the entire lifespan; this allows our researchers and clinicians to leverage each other’s knowledge to spark creative ideas and make unexpected discoveries.

Community: We care deeply about improving the health and wellbeing of people in the community and we are committed to rewarding their investment in science.

Excellence: Integrity and passion underpin our pursuit of the highest level of knowledge achieving significant outcomes whilst nurturing and inspiring the next generation of scientists.

Other relevant information:

- The Hudson Institute is a totally smoke free workplace.
- The position is subject to terms set out in the Hudson Institute Enterprise Agreement (2015), Policies and Procedures and any subsequent variation to these.
- The Hudson Institute is an Equal Employment Opportunity Employer.
- The Hudson Institute has a commitment to Occupational Health and Safety. It is a condition of employment that staff comply with all health and safety related policy and procedures and take part in activities designed to improve the health and safety of the workplace.
- It is a requirement of the position to participate in the annual Performance Planning and Review process.
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5. Endorsement

Name: (Supervisor)			
Signed:		Date:	
Name: (Employee)			
Signed:		Date:	
Name: (HR)			
Signed:		Date:	