

Position Description

Title:	Program Manager, Victorian Aboriginal Cancer Journey Strategy
Unit:	Population Health and Sector Development
Reports To:	Executive Director, Population Health and Sector Development
Time Fraction:	0.8 to full-time FTE
Employment Status:	12 months
Location:	17-23 Sackville Street, Collingwood 3066 VACCHO offers flexible working arrangements

Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health and wellbeing. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

Unit Overview

The Population Health and Sector Development unit works to translate evidence into practice. It provides a strategic, coordinated and evidence-based approach to member services, workforce support and mainstream responsiveness to improve the Aboriginal community's health and wellbeing outcomes. Key focuses of the Unit include:

- *Healthy Communities* based on connection with Culture and Kinship and supporting health seeking behaviours
- *Thriving in the First Three Years*
- Victorian Aboriginal Cancer Journey
- Practice improvement support
- *Quality of Life* including NDIS, Aged Care, palliative care and integrated care.

Role Overview

This position will lead the development and implementation of the *Victorian Aboriginal Cancer Journey Strategy (the strategy)*. This strategy will provide an integrated approach to improving outcomes for Aboriginal people in all phases of the cancer journey: prevention, screening, diagnosis, treatment, survivorship and quality of life. This will involve leading a multidisciplinary team in the research, consultation, design, writing and prototyping of the strategy. It will also include overseeing the continued implementation of key cancer initiatives being delivered by VACCHO around cancer screening and looking how the palliative care sector can be better supported. The successful candidate will bring together current and new funded projects therefore overseeing a multi-million dollar budget. This is a key strategic project supporting the implementation of VACCHO's new strategic plan: [On Solid Ground](#).

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Key Responsibilities

Program Management:

- Manage and coach a multidisciplinary team to undertake the development of the strategy, progress work on cancer screening and foster innovation to improve cancer outcomes for Victorian Aboriginal and/or Torres Strait Islander peoples.
- Establish governance arrangements such as an advisory group to oversee the work.
- Foster positive working relationships and partnerships operationally and strategically with internal and external stakeholders.
- Lead and apply best-practice project management methodologies to ensure timely achievements of funded deliverables and performance targets.
- Project manage the development of the strategy including updating the desktop review, undertaking consultation, engaging data analysis, thematic analysis and design and writing and publishing the strategy.
- Coordinate the delivery of project activities that will support the development of the strategy including project workshops, internal team meetings, meetings with external partners, and other project related activities.
- Oversee the development of an overarching monitoring, evaluation and learning framework.
- Oversee the coordination and expansion of the cancer screening initiatives, building upon the success of the *Beautiful Shawl* program so that people are screened in breast, cervical and bowel cancer areas.
- Establish and oversee sub-projects that address access to treatment, treatment drop off, survivorship and journey to dreaming (palliative care).
- Utilise a project management approach to develop and ensure successful delivery of projects in relation to budget, schedule, quality, risk management, documentation, reporting and engagement.
- Participate in VACCHO management, and unit meetings, project meetings, staff and other organisational meetings.
- Undertake other duties, which are appropriate to the level of the position, as directed by the Unit Executive Director to meet Unit objectives.

Corporate Responsibilities

- Support the implementation of VACCHO's strategic plan: *On Solid Ground (2021-26)*, particularly the *Health and Healing* actions.
- Model VACCHO's values and support team members to do likewise
- Ensure the key principles of Culture and Kinship; Our Choice, Our Way; and Knowledge are embedded throughout your work and the work of your team
- Attend training and professional development opportunities to continually improve ability to be part of a high performing team

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Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (Equal Opportunity Act 2010). We are committed to ensuring our workplace and member services support also reflect this.
- Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.
- VACCHO is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to be treated with the respect and dignity at all times, and that all people who work for, govern or undertake work at or visit VACCHO should at all times feel safe and included at VACCHO.
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (Victorian Occupational Health and Safety Act 2004).
- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.
- VACCHO requires employees to adhere to a Code of Conduct, including commitment to confidentiality and conflict of interest declarations.

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required.
- A current Victorian Drivers Licence is required, and a copy is to be provided before any expiry date. The position may require travel throughout the state of Victoria and occasional interstate travel.

Key Selection Criteria

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Knowledge and understanding of, or the ability to acquire knowledge of, the issues affecting the health of Aboriginal peoples living in Victoria.
- Demonstrated experience recruiting and leading a high functioning team.
- Demonstrated experience in leading strategic and complex projects, programs or services.
- Demonstrated experience coordinating change initiatives and/or community consultations as part of large-scale complex projects.
- Excellent interpersonal and communication skills, both written and verbal, and ability to develop and maintain effective working relationships at all levels.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Self-motivated and demonstrated ability of working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.

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- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.
- Demonstrated attention to detail, a high level of accuracy and proficiency using Microsoft Office applications (e.g. Microsoft Word, Excel, Outlook) and experience using project management platforms or online applications to effectively manage projects and work with a team in the office or working remotely.

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander
- Qualifications or credentials in Project Management and/or demonstrated experience working with project management methodologies such as Prince2, PMP, PMBOK.
- Knowledge and understanding specifically related to the Aboriginal cancer journey.

Position Description Acceptance

I have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

SIGNED by the EMPLOYEE

.....
Signature: Name: Date:

SIGNED by the MANAGER

.....
Signature: Name: Date:

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