

## Position Description

# Evaluation Manager

<b>Position Title:</b>	<b>Evaluation Manager</b>		
<b>Reports To:</b>	Direct	Head of Quality and Strategic Initiatives	
	Indirect	May have a project consultant or other report in the future, if required/funded	
<b>Position Type:</b>	Full time (or possible fractional appointment) Maximum Term Contract	<b>Location:</b>	305 Grattan Street, Melbourne (working from home as required during the COVID-19 pandemic)
<b>Key Relationships:</b>	Internal (VCCC Alliance)	<ul style="list-style-type: none"> <li>• Leadership Team</li> <li>• Quality and Strategic Initiatives Team</li> <li>• Collective Impact Portfolio</li> <li>• Program Managers</li> <li>• Program Steering Groups</li> <li>• VCCC Alliance Advisory Committees: <ul style="list-style-type: none"> <li>○ Cancer Research Advisory Committee</li> <li>○ Cancer Education &amp; Training Advisory Committee</li> <li>○ Cancer Consumer Advisory Committee</li> </ul> </li> <li>• VCCC Alliance Board</li> </ul>	
	External	<ul style="list-style-type: none"> <li>• Department of Health representatives</li> </ul>	


### BACKGROUND

The Victorian Comprehensive Cancer Centre Alliance (VCCC Alliance) 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 Alliance initiated programs, and more broadly the organisation, is effectively carrying out activities, meeting its strategic objectives, and ultimately adding value by having a measurable impact on the Victorian cancer sector.

Between 2018 and 2020, the VCCC Alliance developed a program logic-based evaluation framework to evaluate the impact of the organisation, and align measures of outputs, outcomes, and impact of specific programs of work. The Evaluation Manager will lead the further development and operationalisation of the framework and associated program monitoring and evaluation plans to enable effective monitoring and evaluation of the new Strategic Program Plan (2020-24). The incumbent will also establish methods to understand the contribution of the VCCC Alliance and its collaborative activity to the broader Victorian cancer sector, as well as conduct in-depth work to examine how best to measure the organisations contribution to patient outcomes over time.

### POSITION PURPOSE

As an integral member of the Collective Impact Portfolio, the Evaluation Manager will be responsible for enabling informed monitoring and evaluation and integrated reporting in a manner that is relevant to VCCC Alliance funders, partners, delivery teams, and governance groups. Reporting to the Head of Quality and Strategic Initiatives, the Evaluation Manager will lead on all aspects of evaluation activities, including the



---

development of relevant indicators and measures, reporting, and knowledge transfer to build monitoring and evaluation capability within the VCCC Alliance team. The Evaluation Manager will establish an Evaluation Advisory Committee to oversight evaluative activity within the VCCC Alliance and work closely with the Program Management Office and Database and Analytics Manager to inform the design of a database to support efficient collection and reporting of all activity, monitoring and evaluation data. The position will be pivotal in enabling the VCCC Alliance 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, with the ability to identify and remove unnecessary complexity in the process of evaluation. They will be highly motivated thought leaders, with a background in both strategic and program level evaluation using both quantitative and qualitative research methods. The incumbent will use their significant project and change management experience to drive a well-coordinated, collaborative process. Strong stakeholder management skills are critical to this role due to the central and facilitative role the VCCC Alliance plays in supporting our 10 alliance members and adding value to the cancer sector in Victoria and beyond.

---

## **CONTEXT**

### **Vision**

The vision for the Victorian Comprehensive Cancer Centre Alliance (VCCC Alliance) 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.

### **Operating Environment**

The VCCC Alliance 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 Alliance has a 3.5-year agreement to June 2024 with the Department of Health to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Program Plan.

### **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*



---

## Main Responsibilities

### Evaluation Management


- In collaboration with VCCC Alliance staff, further develop (where required) and operationalise the VCCC Alliance's evaluation framework to measure process, outcomes, and impacts across the new Strategic Program Plan (2020-2024).
- Establish a VCCC Alliance Evaluation Advisory Committee, drawn from VCCC Alliance members and external stakeholders with evaluation expertise, and support and guide the work of this Committee.
- Collaborate with VCCC Alliance members and external consultants (if required) to identify and implement how best to measure the VCCC Alliance's contribution to patient outcomes over time.
- Work with the Program Management Office to guide and support Program Managers and other key staff to develop evaluation plans consistent with the revised Evaluation Framework and collect and report on data in a consistent and efficient way so that it can be aggregated to report on the VCCC Alliance's strategic goals and objectives.
- Work with the VCCC Alliance Data Analytics Manager, Program Management Office, and other relevant internal roles to inform the development and maintenance of a VCCC Alliance database to enable store and extract activity, monitoring, and evaluation data.
- In consultation with the VCCC Alliance Leadership Team and other key stakeholders, ensure appropriate interpretation, contextualisation, and reporting of evaluation outcomes and recommendations, including documenting unintended outcomes that may have added value.
- Provide evaluation expertise in contributing to the development of business cases, strategic planning and outcomes reporting.
- 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.
- Provide leadership in evaluation within the VCCC Alliance team and work towards actively training and transferring knowledge to embed both skills and culture of evaluation within the VCCC Alliance staff team.
- Lead by positive example and consciously manage change associated with new methods and processes with both staff and stakeholders alike.
- Support understanding and adoption of the principles of Collective Impact among the VCCC Alliance staff team, and other audiences as required.
- If necessary, commission and supervise suppliers of data collection, analysis, or evaluation services.

### General

- Share information and work collaboratively and collegiately with all VCCC Alliance staff, stakeholders and committees
- Work in accordance with VCCC Alliance policies and procedures, following reasonable directions
- Participate in the VCCC Alliance Performance Planning and Development Review processes
- Assist with or take on other relevant duties to support the VCCC Alliance team as reasonably required.

### Special Requirements

- VCCC Alliance is located in a smoke-free, hospital 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.
- 

## **Key Selection Criteria**

### **Experience**

- Significant experience in creating and implementing evaluation frameworks and plans for complex initiatives.
- Demonstrated experience in identifying appropriate evaluation methods for different but interconnected initiatives and in utilising both quantitative and qualitative research methods.
- 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 – such as government officials, consumer representatives, senior academics, clinicians and researchers.
- Proven project management experience, including working with and applying project management frameworks and methodologies such as Prince II or other methodology.
- Demonstrated experience in managing evaluation processes through changing contexts, systems, and programs.

### **Expertise**


- Proven ability in designing both qualitative and quantitative research methods including design of data collection instruments, data collection, data analysis and the synthesis and triangulation of data.
- Excellent data interpretation and report writing skills to support ongoing program development.
- Outstanding interpersonal skills including the ability to build strong working relationships with colleagues, key stakeholders and collaborative groups.
- Proven skill in working independently to setting and achieve objectives aligned with an agreed strategic direction.
- Ability to transfer knowledge through the development of SOPs and training to ensure consistency of application and reporting of evaluation methods.

### **Qualifications**

- Tertiary qualification or postgraduate qualification in relevant discipline such as evaluation, health, social science, management or related field, or significant relevant experience.
- Training in both qualitative and quantitative research and/or evaluation methods is highly desirable.
- Project/change management accreditation is also favourable.

### **The Person**

- A thought-leader who is persuasive, with the ability to positively influence others and build consensus.
- Comfortable in taking the initiative and exercising judgement with diplomacy and sensitivity in resolving matters as they arise.
- Excellent analytical and problem-solving ability.
- Proven organisational skills, ability to prioritise and efficiently manage time effectively.

- 
- 
- Innovative and adaptable in the face of changing organisational priorities and ambiguous environments.

#### **EQUITY & INCLUSION:**

The Victorian Comprehensive Cancer Centre Alliance (VCCC Alliance) 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 Alliance 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.

#### **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.