



## POSITION DESCRIPTION

**Position:** Implementation Manager–Liver Cancer and Hepatitis B (PREV.254)  
**Reports To:** Senior Manager, Liver Cancer  
**Classification:** Band F

## CANCER COUNCIL VICTORIA

Every year, more than 39,000 Victorians will be diagnosed with cancer, and nearly 12,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**

## DIVISION / UNIT / TEAM SUMMARY

The Prevention Division aims to reduce the risk of cancer in the Victorian population through social marketing, advocacy, professional education and providing advice based on the best available evidence. This involves action to affect individual behaviours and the broader physical and legislative environment to support health and wellbeing. Our programs include: SunSmart, Quit, Achievement Program, Screening, Early Detection and Immunisation (SEDI), and the Food for Health Alliance.

Saving lives and equitably improving cancer outcomes through screening, early detection and immunisation is a key goal for Cancer Council Victoria, with a focus on:

- Develop, deliver, and evaluate initiatives to equitably eliminate cervical cancer
- Advocate programs and initiatives that will address the growing burden of liver cancer
- Develop, deliver, and evaluate campaigns and programs to drive participation in bowel screening
- Advocate and deliver evidence-based initiatives that increase earlier detection of cancer

## **POSITION SUMMARY**

The Implementation Manager - Liver Cancer and Hepatitis B Micro-Elimination Project is responsible for leading day-to-day implementation, project management, contract management and continuous improvement of CCV's hepatitis B and liver cancer micro-elimination program across the Western Corridor of Melbourne.

The role will manage two major delivery components: (1) the Primary Care capacity-building stream, and (2) the bicultural navigator and nurse-led model, including the original Chinese community pilot in Wyndham and Melton and the expansion into Brimbank and Maribyrnong with the Vietnamese community.

Reporting to the Senior Manager, Liver Cancer, the role operates with a high degree of autonomy. It requires strong health system literacy, preferably gained through nursing, allied health, primary care, tertiary hospital, clinical project implementation or health service improvement experience. The role is expected to understand clinical risk, privacy, escalation pathways and the practical operation of primary care, community health and hospital systems. It will manage a casual project support officer and may coordinate a nurse or external clinical partner, while primarily contract managing external vendors and implementation partners, and managing stakeholders.

## **RESPONSIBILITIES**

### **Program implementation and project management**

- Lead the integrated implementation plan across GP grants, GP education, S100 training support, bicultural navigation, nurse-led clinical facilitation, communications, monitoring and evaluation activities.
- Develop and maintain detailed workplans, milestone trackers, risk registers, issue logs and decision records for the full project period to June 2028.
- Coordinate delivery across Wyndham, Melton, Brimbank and Maribyrnong, ensuring language-based referral pathways and culturally tailored implementation are maintained.
- Identify implementation barriers early and recommend practical, risk-aware solutions to keep delivery on track.
- Prepare papers, dashboards and updates for the Senior Manager, Program Steering Group, funders and internal governance forums.

### **Clinical capacity-building stream**

- Manage the design, administration, delivery and acquittal of GP grants to support primary care capacity building
- Work with a range of stakeholders at policy, tertiary hospital and primary care level to embed the hepatitis B toolkit into participating practices.
- Coordinate GP recruitment, grant agreements, practice onboarding, milestone monitoring, data requests and troubleshooting.
- Ensure GP-facing activities are clinically safe, culturally appropriate and aligned with hepatitis B testing, management, referral and liver cancer surveillance pathways.
- Escalate clinical, governance or reputational risks promptly to the Senior Manager and relevant clinical partners.

### **Bicultural navigator and nurse-led model**

- Contract manage delivery partners for the Chinese navigation stream in Wyndham and Melton and the Vietnamese navigation stream in Brimbank and Maribyrnong.
- Coordinate navigator, nurse, GP tertiary care interface and processes so community demand translates into testing, diagnosis, linkage to care, treatment assessment and surveillance where clinically indicated.
- Chair or coordinate fortnightly navigator/nurse referral review meetings and ensure referral blockers are documented and resolved.
- Ensure navigators are supported with clear referral tools, consent processes, escalation pathways, cultural safety guidance and role boundaries
- Coordinate adaptation of pilot tools, referral trackers, consent forms, scripts and campaign materials across Chinese and Vietnamese streams.

### **Contract, vendor and stakeholder management**

- Manage external vendor contracts, scopes of work, deliverables, budgets, invoices, performance reporting and relationship issues.
- Build productive working relationships with community organisations, hospitals, public health networks, councils, general practices, community health services, social marketing suppliers and evaluation partners.
- Manage partner expectations, competing priorities and sensitive stakeholder, community or clinical issues.
- Maintain funder confidence through accurate reporting, early risk escalation, transparent decision-making and timely delivery of agreed outputs.

### **Monitoring, data, evaluation and continuous improvement**

- Coordinate and track project performance indicators, including activity data, referral data, GP engagement metrics, campaign metrics, practice implementation status and feedback, and care cascade indicators where available.
- Ensure quality data collection, storage and use are compliant with data governance, privacy, ethical standards, culturally safe and aligned with consent and data-sharing requirements across evaluation partners.
- Use monthly and quarterly data to identify and report variation, underperformance, equity gaps and opportunities to adapt the model, with a focus on continual improvement and ability to pivot if the need arises.
- Support evaluation partners, including collecting and coordinating inputs for cost-effectiveness analysis and implementation learning reports.
- Identify and document lessons learned, translating insights into actionable improvements and sustainability strategies to inform scale-up planning.

### **People coordination and supervision**

- Provide day-to-day task direction, coaching and performance feedback to any project staff reporting to the role.
- Coordinate the work of any nurse or clinical practice facilitator where the role is embedded in, funded by or contracted through CCV, while respecting clinical governance arrangements.
- Contribute to recruitment, onboarding and induction of project support staff and implementation partners.

***Such other duties as directed and consistent with an employee's level of skill, competence and training.***

# KEY SELECTION CRITERIA

## Qualifications, Experience, Knowledge and Skills

### Essential

- Tertiary qualification in nursing, allied health, public health, health service management, health promotion, implementation science or a related field, or equivalent relevant experience.
- Substantial experience project managing complex health, public health, community health, primary care, hospital, cancer prevention or chronic disease implementation projects.
- High level health system literacy, including demonstrated understanding of how general practice, community health, tertiary hospitals, referral pathways, clinical governance and patient care pathways operate.
- Understanding of health equity, cultural safety, stigma reduction and the needs of communities disproportionately affected by hepatitis B and liver cancer.
- Demonstrated ability to understand and manage clinical and operational risks, including role boundaries, escalation pathways, privacy, consent, data sharing and safe referral practices.
- Experience managing contracts, vendors or funded delivery partners, including scope negotiation, performance monitoring, relationship management and issue resolution.
- Demonstrated ability to lead continuous improvement in a pilot or implementation environment, using data, stakeholder feedback and lessons learned to adapt delivery.
- Strong stakeholder engagement and relationship management skills, including confidence working with clinicians, GPs, hospitals, community organisations, funders and multicultural communities.
- Demonstrated ability to work with minimal supervision, exercise sound judgement and proactively escalate issues when appropriate.
- Experience supervising, coordinating or providing task direction to staff, casual workers, consultants or partner teams.

### Desirable

- Experience in viral hepatitis, liver health, cancer prevention, screening, chronic disease care or multicultural health programs.
- Experience with GP quality improvement, clinical audit, recall/reminder systems, HealthPathways, PHN programs, S100 prescribing education or clinical workforce education.
- Formal project management, quality improvement or implementation science training.

### Special requirements

- Non-smoker.
- Right to work in Australia.
- Current Australian Drivers License.
- Satisfactory completion of National Police Check.

- Ability to travel to GP practices, community organisations, hospitals and local sites across Melbourne's western corridor as required.
- Access to reliable transport is required, noting that some locations may not be easily accessible by public transport.