

Position Description

Internship Program Coordinator



Position Title:	Internship Program Coordinator		
Reports To:	Direct	Chris Packer, Clinical Trials Workforce Development Manager	
	Indirect	Michelle Barrett, Head Education and Training	
Position Type:	Full time, maximum term	Location:	305 Grattan Street, Melbourne, or working from home in accordance with COVID-19 restrictions
End of Tenure Date: (following a 6mth probationary period)	22 December 2023		
Key Relationships:	Internal	• Education and Training team • Clinical Trials & Research Development teams • Communications Team • VCCC member organisations including Clinicians, Researchers and Educators.	
	External	• Internship candidates, current interns, Clinicians, Researchers and Educators within VCCC Alliance organisations and other state/regional organisations across Victoria • Parkville Cancer Clinical Trials Unit • Clinical Trials workforce & external education providers • Cancer Trials Australia • Cancer Council Victoria • Clinical Trials Workforce, Nurse Led Research, Teletrials Steering Groups, Cancer Education and Training Advisory Committee (CETAC) members	

POSITION CONTEXT

The aim of the SKILLED Clinical Trials Internship Program is to increase the numbers of scientists, including PhD, Masters and Honours level scientists, with the skills to be study coordinators (SCs) and clinical trials assistants (CTAs) within the clinical trials sector across metropolitan and regional Victoria.

This position is funded by MTPConnect which is a National organisation supporting collaboration, information and knowledge sharing and the development of capability within the medical technologies, biotechnologies and pharmaceutical sectors.

The program objectives are to:

- Strengthen the Victorian clinical trials sector by introducing science trained graduates into the workforce.
- Demonstrate utility and implementation of relevant theoretical knowledge into practice of the workforce education and training program.

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- Quality improve and adapt the SKILLED educational programming to reflect the emergent needs of the clinical trials sector in both urban and regional sites.
 - Retain the SKILLED intern graduates into the clinical trials sector, particularly in the regions.
 - Continue to build the program through incorporation of additional craft groups and sites across Victoria.
 - Ensure the lived experience of cancer is embedded in all programming to provide the interns with perspective and purpose.

The VCCC Clinical Trials SKILLED Intern Program is an established, successful program that supports the introduction, training and embedding of scientists into the Victorian clinical trials sector. This program will leverage off the success of the pilot program conducted in 2019. This immersive, competency based on the job supervised training program has been designed with multiple components which include an intensive orientation program, competency framework, and a combination of online learning and a series of customised workshops conducted during the program. This training program has been created with co-investment from multiple stakeholders within the Victorian cancer workforce in partnership with urban and regional clinical trial units and educational partners.

Within this program there are two training streams; that support the development of Study Coordinators (SCs) and Clinical Trial Assistants (CTAs). Two cohorts will be supported, with up to 10 SCs and 10 CTAs admitted into the program each year.

Both programs include: an intensive two week induction program including Clinical Trials Essentials with practical application; followed by 38 weeks of immersive, supervised, on the job training at the host site; where interns perform daily tasks of the role as part of a clinical trial team while also simultaneously learning and applying their knowledge and experience. Interns complete a Quality Assurance Project and presentation, utilise an e-skills tracker and Learning Management System (LMS), with access to additional training resources to facilitate the progression of their learning .

POSITION PURPOSE

The Internship Program Coordinator is responsible for the administration and coordination of multiple educational and training activities that arise out of, and that will support the VCCC Clinical Trials Workforce Development program. They are responsible for the coordination of diverse stakeholder groups across VCCC member organisation (VCCC Alliance) and works closely with key stakeholders both within the VCCC Alliance and from other state/regional organisations across Victoria while also working closely with members of the VCCC education and training team.

The key component of this role provides administrative and coordinating support across a range of initiatives including; a comprehensive program of undergraduate and postgraduate internships, administration of online learning, clinical trial workshops and a resource platform. Part of this role also involves over an 8-week period coordinating and administering the annual internship recruitment process. The role requires skills in the management of stakeholders, finances, contracts and human resources, along with basic administration and coordination. This includes support for the implementation of both stand-alone and collaborative, cross-functional activities in close liaison with the education and training, clinical trials and communications teams.

CONTEXT

Vision

The vision for the VCCC is to save lives through the integration of cancer research, education and patient care. Founded in the holistic principles of the internationally-recognised Comprehensive Cancer Centre model, the Victorian Comprehensive Cancer Centre is a powerful alliance of 10 leading research and clinical institutions



with a shared commitment to working together to advance and accelerate cancer research, treatments, preventions and cures.

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, The 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 four-year agreement (2016-2020) with the Department of Health and Human Services to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Research Plan.

Our Team Purpose

Be known for enabling the best research-led cancer care for all

Our 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*

KEY RESPONSIBILITIES:

The Internship Program Coordinator will be responsible for the following activities:

Program Coordination

- Provide administrative support for and coordinate the operational requirements of the Clinical Trial Assistant and Study Coordinator intern SKILLED program including monitoring the progress of interns through the program.
- Coach interns in relation to utilisation of LMS resources to supplement their learning and facilitate their progress
- Engage with and build effective relationships across the clinical trials, education and university sector to successfully implement workforce activities to meet program goals
- Assist with the administrative support and coordination of other Clinical Trials Workforce Development programs that currently exist and that will be developed in the future

Administration

- Coordinate a variety of administrative processes including email communication, maintaining contact lists and files, scheduling, report writing, PowerPoint presentations and other general administration as required for the various elements of the workforce program, such as:
 - scholarships
 - regional support applications
 - regional professional development programming
 - workshops and induction programming
 - arranging subject matter experts
 - organising meetings and taking minutes if required
 - Coordination of internship presentation program

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- Intern recruitment processes, including preselection, interview packs and scheduling with candidates and coordinating interview panels with alliance members and reference checking.
 - Working with the Clinical Trials Workforce Development Manager to liaise with universities, host sites and internship organisations to update agreements and streamline agreement documentation when required
 - Support the coordination and evaluation of the clinical trials internship program/s.

Operational Excellence

- Work collaboratively and collegiately with all VCCC staff, committees, working parties, external consultants and stakeholders to support program and organisational goals, particularly the Clinical Trials Workforce Development Manager.
- Participate in the VCCC Performance Planning and Development Review processes, setting objectives, providing regular feedback and coaching program and other support staff or Participate in the VCCC Performance Planning and Development Review processes
- Contribute to VCCC internal staff meetings, sharing knowledge and expertise and looking to improve and innovate at every opportunity
- Take reasonable care for your own health and safety and that of other colleagues and people who may be affected by your conduct
- Work in accordance with VCCC policies and procedures
- Other relevant duties or support to the team or other programs as reasonably required.

KEY SELECTION CRITERIA:

Skills & Experience

Essential:

- Proven experience in one of the following roles (or similar): project/program/professional development officer, program coordinator, graduate program coordination, relationship liaison officer, graduate recruitment specialist or senior administration officer in a complex and busy work environment
- Experience in program coordination and support
- Demonstrated experience in the use of a learning management system
- Organised with excellent time management
- Well-developed general administrative skills including experience in meeting and interview scheduling, coordination of workshops, meetings with multiple stakeholders
- Demonstrated high level of attention to detail and accuracy with experience in document management
- Excellent interpersonal, oral and written communication skills with experience creating range of written communication
- Proven problem-solving skills with the ability to learn new processes and programs quickly
- Significant experience in developing effective relationships with diverse stakeholders, navigating complexities and conflicting priorities, with the ability to adapt to different stakeholders' styles using judgement and discretion
- Able to work autonomously while also willing and able to work collaboratively and flexibly with colleagues and stakeholders in a fast paced and changing environment
- Analytical with strong problem-solving ability
- Thorough knowledge of and proficiency in Microsoft Office suite (intermediate level Word and Excel preferred)

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- Experience in relaying information with multimedia systems that include different forms of communication e.g. Zoom,

Desirable

- Experience working within the clinical trials sector and/or tertiary sector
- An understanding of project management frameworks and methodologies, with sufficient experience and skill to adjust processes to problem solve and remove unnecessary complexity
- Experience in using social media for recruitment and program coordination

Qualifications

- Tertiary qualification in a relevant discipline such as business administration, project management, learning and development, human resources or clinical trials or equivalent work experience.

The Person

- Has the energy and enthusiasm to play an integral role in recruiting for a busy state-wide internship development program
- Builds strong relationships – excellent interpersonal skills with experience in effectively managing the requirements of multiple stakeholders, both internal and external
- Persuasive, with the ability to positively influence others and build consensus
- A team player who shares knowledge and information and seeks contributions from others
- Consistently follows through on commitments - has a high level of discretion, diplomacy and personal integrity
- Is considerate and mindful, treating others with dignity and respect
- Thinks laterally, has a strong process improvement orientation and pursues opportunities for innovation
- Taps into relevant people and resources to develop solutions to overcome potential barriers
- A self-starter with the proven ability to work and deliver on multiple projects, by prioritising conflicting timeframes
- Outcomes focussed with pride taken in achieving accuracy and quality results
- Comfortable in taking the initiative and exercising judgement in resolving matters as they arise

Special Requirements

- VCCC is a smoke-free environment and expects all employees to respect this policy to the fullest degree and with a very mindful approach
- Right to work in Australia
- Satisfactory completion of National Police Check and Qualifications Check if required by role

EQUITY & 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, 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. All staff and contractors are required to comply with VCCC policies.

TERM:

The tenure of this role is linked to MTPConnect funding agreement which extends to the end of 2023. Potential opportunities for appointment beyond will be dependent on renewed funding and operational requirements.