

Program Manager – Leadership Development

Part time (4 days per week) Maximum Term Contract to 30 June 2024

- Fabulous blend of program management and development of leadership programming
- Build leadership community of practice, mix of programs to initiate and grow
- Market salary with generous NFP salary packaging available

As an alliance of 10 organisations, the VCCC Alliance has a unique opportunity to enable sustainable systems change through careful, collaborative action focused on challenges which can be achieved through state-wide collaboration. Supported by funding from the Victorian Government, the alliance will continue its ground-breaking work developing and implementing innovative programs aimed to improve outcomes for patients with cancer.

Key Responsibilities

This role is an exciting opportunity for a skilled and experienced educator with health care experience who has strong experience in developing leadership or professional development programs to create and grow a series of high quality leadership programs. The key focuses include:

- Following stakeholder consultation, developing a leadership course and other learning experiences such as micro learning, online modules and webinars together with educational material to create cultural transformation
- Program Management – to support the Program Steering Group perform varied activities including, creation of communications material including reports and presentations and program evaluation, coordinating workshops, meetings etc. relating to the program
- Connecting collaborators, researchers, clinicians, and consumers through interactive programming, and
- Establishing the Leadership Academy.

About You:

As the Program Manager, Leadership Development you will play an integral role in the VCCC Alliance Education and Training team. Drawing upon your understanding of the healthcare system and/or cancer care and your proven project management expertise you will enjoy planning, initiating and guiding the development of high quality leadership learning.

You will be an experienced educator with experience in developing and using leadership content and have outstanding relationship, influencing and communications skills. You will be comfortable and well-practiced in engaging with diverse stakeholders including senior academics, researchers, stakeholders, both existing and new audiences,

supporting and guiding collaborative groups and be comfortable with the hands-on organisation this requires, working with a small not for profit team.

You will be adept at initiating new programs, an adaptable and resourceful individual who takes pride in your strong relationship skills to facilitate collaboration and to bring people together to achieve results. You will be comfortable in providing leadership guidance and influencing cultural change and development., navigating complexities when they arise and celebrating successes with your colleagues and stakeholders as you progress.

You will have:

- Significant experience in developing leadership courses and varied leadership learning activities.
- Significant project management experience including project management methodologies, quality planning, risk management, communications, scheduling and budgeting
- Proven skills in initiating and driving the development of multiple programs of work with highly effective skills in steering group management and building consensus across diverse stakeholders to achieve stronger results together, and
- A tertiary degree (preferably a postgraduate qualification) in a relevant discipline such public health, public policy, education or health sciences and/or extensive relevant work experience

Desirable

- Experience in e-learning, educational content development, moderation and facilitation
- Experience conducting systematic literature searches, needs analysis and environmental scans

About the VCCC Alliance:

The vision for the 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.



The VCCC Alliance'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, 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.

VCCC Alliance is made up of a tight-knit team of staff who form the backbone working to facilitate the power of collective impact across the VCCC Alliance and beyond.

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*

Equity & Inclusion

The VCCC Alliance values diversity and is an equal opportunity employer. We are committed to providing an inclusive work environment, free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation.

Contact for Enquiries:

For further information regarding the role, please contact Kyleigh Smith Associate Head of Education via kyleigh.smith@unimelb.edu.au

Secondment: With the ongoing objective of enhancing relationships with our alliance partners, this position may be able to be arranged as a secondment within a VCCC Alliance partner organisation. Employees within the VCCC Alliance are encouraged to contact Caroline Bando Business Partner People & Culture via caroline.bando@unimelb.edu.au to explore the possibility of a suitable arrangement.

TO APPLY:

For a copy of the position description and more information about the VCCC Alliance, please go to our website <https://vcccalliance.org.au/opportunities/>.



Applicants must have permanent residency to be considered.

Applications should consist of your CV and a covering letter outlining the key reasons for your interest in the role specifically addressing the key selection criteria in the position description on the VCCC Alliance website.

Please lodge your application via Seek, no later than 5pm Monday 21 March 2022. The closing date may be brought forward if applications meeting the key selection criteria are received in advance of this date.