

Education Program Coordinator – Full time – VCCC Alliance

12 months' parental leave contract to approximately late April 2023.

- Diverse role co-ordinating broad range of cutting edge educational programs
- Fabulous opportunity to develop breadth of skills towards further career development
- 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.

About the Opportunity

This is a terrific opportunity to be an integral part of a team of educators which produces high quality and interesting work, collaborating with diverse colleagues within the VCCC Alliance.

This role will appeal if you enjoy multi-tasking in a fluid fast paced environment. There is loads of variety in this role with broad internal and external stakeholder liaison. This role needs to understand a wide range of educational programs, and then working collaboratively with the Education team and stakeholders to scope, prioritise and coordinate the development and delivery of multiple educational activities. It supports and administers the development and implementation of both stand-alone and collaborative education programs and activities.

Key Responsibilities

The key focuses for this role include:

- Program Coordination- involving varied responsibilities ranging from coordinating a broad range of workshops, events, meetings and webinars, supporting a range of educational administration and coordination activities for specific programs in collaboration with the Events and Communications Coordinator and developing high quality material and presentations to communicate program activities and benefits.
- Supporting the Masters of Cancer Sciences program (including administration, data management, contract reminders, student experience surveys and managing faculty enquiries).
- Coordinating and maintaining the VCCC Alliance Education and Training Hub including supporting educational delivery



- Liaison with VCCC Alliance Partners and other stakeholders in relation to supporting program evaluation and quality improvement.
- Provision of secretariat support for CETAC Committee and all staff education team updates.

About You:

Ideally you will have prior health experience working in a cancer research, biomedical or cancer health care setting. You highly organized, proactive and energetic and enjoy focusing on the detail while multi-tasking and coordinating a diverse range of educational programs including our highly successful Monday Lunch Live seminar series and MOOC (Massive Online Course Programming).

You enjoy working at a fast pace in a fluid environment, thinking on your feet, while calm and resourceful, working collaboratively with stakeholders to facilitate the delivery of high quality and cutting edge educational programs.

You have excellent oral and written communication skills and enjoy building strong relationships and being a key part of a fun, friendly close knit and passionate team with opportunities for personal and professional development.

You will have:

- Proven organisational ability with experience in multi-tasking across multiple projects in a matrix structure
- Experienced in the development of projects and project plans, task delivery and milestones in a cancer research, biomedical or cancer health care setting
- Experienced educational coordinator and skilled in working collaboratively to deliver educational programs
- Experienced in providing secretariat support to groups and committees (setting up meetings, agendas, minutes) as well as experience in writing reports, briefs and range of other written communication for different audiences
- Proficient in Microsoft Office Suite (including PowerPoint) and experience in both in-person, and e-learning delivery including zoom and webinars, hybrid events, audio visual and event management
- Skilled in working autonomously while willing and able to work collaboratively within a team of both internal staff and external stakeholders

Desirable

- A level of skill in e-learning platforms

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, 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.