Manager

The Manager for the Victorian Cancer Agency is responsible for leading and managing the delivery of research priorities under the Victorian cancer plan 2016-2020.

Reporting to the Assistant Director, Cancer Strategy and Development, the Manager will work closely with VCA advisory groups to plan and coordinate the strategic direction and development of the VCA.

Strategic policy, research, and governance skills plus an ability to work collaboratively with a diverse range of stakeholders will be essential to success in this role. You will be required to lead a small team to oversee implementation of the Victorian Cancer Agency Research Strategy including managing the secretariat for VCA advisory groups.

Are you

- Able to effectively communicate with a broad range of stakeholders who represent the cancer research sector, government departments, and non-government organisations?

- A person with strong research skills with the ability to critically analyse information obtained through a range of mechanisms?

- Able to think logically and strategically in an evolving public policy setting?

- A strong leader, with outstanding interpersonal skills, who can lead and motivate others?

<table>
<thead>
<tr>
<th>Title</th>
<th>Manager</th>
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<tbody>
<tr>
<td>Classification</td>
<td>VPS 6</td>
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<tr>
<td>Team, unit</td>
<td>Victorian Cancer Agency, Cancer Strategy &amp; Development</td>
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<tr>
<td>Branch/area/region Division</td>
<td>Clinical Networks and Cancer &amp; Speciality Programs Branch, Health Service Performance And Programs Division</td>
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<tr>
<td>Work location</td>
<td>Level 15/50 Lonsdale Street, Melbourne</td>
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<tr>
<td>Position number</td>
<td>DHHS/HSPP/100344</td>
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<tr>
<td>Employment type</td>
<td>Ongoing - Full-time (76 hours per fortnight)</td>
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<tr>
<td>Salary range</td>
<td>Value range 1: $109,567 - $128,095 plus superannuation Value range 2: $128,096 - $146,622 plus superannuation</td>
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<tr>
<td>Position reports to</td>
<td>Assistant Director, Cancer Strategy and Development, Health Service Performance and Programs</td>
</tr>
<tr>
<td>Further information</td>
<td>Kathryn Whitfield Ph 03 9096 2134, <a href="mailto:Kathryn.whitfield@dhhs.vic.gov.au">Kathryn.whitfield@dhhs.vic.gov.au</a></td>
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<tr>
<td>Closing date</td>
<td>Friday 25th November 2016</td>
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Organisational environment

The department develops and delivers policies, programs and services that support and enhance the wellbeing of all Victorians. We take a broad view of the causes of ill health, the drivers of good health, the social and economic context in which people live, and of the incidence and experience of vulnerability.

Our vision is to support and enhance the wellbeing of all Victorians. We aspire to be an organisation where everyone is committed to achieving our vision and demonstrates our values in all that they do.

- We are respectful
- We have integrity
- We collaborate
- We care for people, families and communities
- We are accountable
- We are innovative

Division

Health Service, Performance and Programs

Health Service, Performance and Programs draws together the key areas of interface with the health service sector, providing an integrated approach to health service performance management.

It is responsible for health service programs and policy, governance, including clinical governance, consumer participation, performance and reporting. In addition, it plays a critical role in capital projects and service planning as well as oversight of key specialist clinical program areas including drugs, blood products and new technology.

The division also has carriage for shaping the department’s approach to private hospitals.

Branch

Clinical Networks and Cancer & Specialty Programs Branch

The Clinical Networks & Cancer Program Branch has responsibility for clinical networks, cancer strategy, genetics and health technology, blood, pharmaceuticals and organ donation as well as the Telehealth and CarePoint initiatives. Cancer program work includes the development and implementation of cancer action plans and oversight of advisory groups involved in improving cancer care. Clinical networks bring together health professionals, patients, consumers, carers and stakeholder organisations to work on a collaborative basis and provide leadership for clinical practice improvement across the full spectrum of health care. The other programs in the branch are designed to support the adoption of best practice approaches to clinical care in Victorian health services, including through technology and evidence-based care.

Role of unit

Cancer Strategy & Development unit

The Cancer Strategy & Development unit is responsible for coordinating the Victorian Government’s cancer reform agenda and delivering Victoria’s Cancer Plan. This includes the implementation of a range of cancer service reforms across the state, the ongoing development of Integrated Cancer Services (the cancer clinical network) and the introduction and spread of service improvements across a number of tumour streams in metropolitan and rural health services.
Victorian Cancer Agency

The Victorian Cancer Agency (the VCA) is responsible for supporting the rapid translation of research findings into effective and equitable treatments and clinical care for all Victorians.

Purpose and accountability

Purpose

Reporting to the Assistant Director, Cancer Strategy and Development the primary focus of this role is to manage the day to day activities of the Victorian Cancer Agency and coordinate a range of projects associated with supporting and investing in cancer research in Victoria.

Accountabilities

Operating at value range 1, you will:

1. Strategically design and develop the delivery of departmental objectives that impact significant localised service delivery and meet statewide departmental and government objectives and community expectations.

2. Maintain an understanding of issues impacting the department's clients and investigate and lead critical projects that develop and review policies, professional standards and operating practices that enhance service delivery, budget effectiveness, efficiency and improved client outcomes.

3. Forge strong connections across the department and with external stakeholders to facilitate a partnership approach.

4. Identify and actively manage emerging issues and areas of risk for government, department and the community.

5. Work with senior management to set and achieve key performance indicators and standards.

6. Effectively manage and provide leadership to a team of employees by:
   (a) leading and supporting individuals to achieve their potential and contribution to organisational goals and outcomes
   (b) modelling behaviours integral to good people management and departmental values
   (c) where relevant, managing and monitoring specific improvement objectives in annual improvement plans relating to the area of responsibility
   (d) pro-actively building and maintaining positive relationships with peers and stakeholders across the organisation.

7. Provide strategic thinking and future planning and oversee change management initiatives and integrated approaches to enhance compliance with department-wide policies.

8. Provide timely expert advice and develop open and effective communication strategies including collection of highly complex, contentious or sensitive information on matters of staff or business.

9. Represent the department on key government and non-government committees and bodies concerned with achieving government and departmental objectives.

10. Provide leadership on matters of governance, planning, and performance delivery, and support the work of VCA Advisory Groups.

11. Develop and implement strategies to support multi-agency projects and programs, which combined, will contribute to the research goals and help achieve government's cancer policy objectives.

12. Develop and motivate a multi-disciplinary team of employees engaged in providing planning, operational, program delivery, information and project management/evaluation services, including budget and resource management.
13. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department’s records, information security and privacy policies and requirements.

14. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department’s occupational health and safety (OHS) policies and procedures.

15. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department’s ability to deliver, or facilitate the delivery of, effective support and services.

Operating at value range 2, you will perform all the above together with increasing involvement to:

1. Operate within increased level of autonomy and accountability in delivering within broad strategic directions.
2. Provide leadership and guidance based on advanced expertise.
3. Contribute advanced expertise and knowledge to benefit strategic planning and organisation/sector-wide outcomes.
4. Manage a range of projects/functions each with increased budget, staff responsibilities or strategic importance.
5. Respond productively to deliver solutions and outcomes in an organisational environment complicated by scale, heterogeneity and complexity.

**Selection criteria**

**Knowledge and skills**

1. Leadership: builds team commitment by demonstrating personal conviction; translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility; motivates others to deliver against goals.

2. People management: aligns team with the organisational values and goals through effective people management and modelling, maximises effectiveness by selecting, developing, managing and motivating a high performing team, clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development, ensures staff are effectively deployed through effective workforce planning practices.

3. Strategic planning: thinks at the big picture level, entertains wide-ranging possibilities in developing a vision for the future, works across a number of time frames, translates strategic direction into day-to-day activities.

4. Self-management: invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them.

5. Stakeholder management: identifies issues in common for one or more stakeholders and uses to build beneficial partnerships, identifies and responds to stakeholder’s underlying needs, finds innovative solutions to resolve stakeholder issues.

**Personal qualities**

6. Creativity and innovation: generates new ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements, reflects on experience and is open to new ways to improve practice.

7. Decisiveness: takes rational and sound decisions based on a consideration of the facts and alternatives; makes tough decisions, sometimes with incomplete information; evaluates rational and emotional elements of situations; makes quick decisions where required; commits to a definite course of action.

8. Developing others: actively seeks to improve others’ skills and talents by providing constructive feedback, coaching and training opportunities; empowers others by investing them with the authority and latitude to accomplish tasks; appropriately delegates responsibilities to further the development of others.
9. Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.

10. Integrity: committed to the public interest, operates in a manner that is consistent with the organisations code of conduct, inspires trust by treating all individuals fairly.

**Safety screening**

- All competitive applicants are subject to a satisfactory National Police History Check as part of the recruitment assessment process.
- Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this and submit as part of their application. Details of overseas police agencies are available on the Department of Immigration and Border Protection website (www.immi.gov.au) and search under ‘Character and Police Certificate Requirements – How do I obtain a police certificate?’.

**Qualifications**

- A tertiary qualification in a health science discipline or relevant policy public policy area would be desirable.

**Specialist expertise**

- Sound understanding of enablers of research, research infrastructure, stakeholders and national and international directions in cancer research.

**Conditions and benefits**

People who work for the department must comply with the Code of Conduct for Victorian Public Sector Employees 2007 and agree to work according to our values of quality, collaborative relationships, responsibility, client focus, professional integrity and respect.


The department promotes diversity and equal opportunity in employment. If you are an Aboriginal or Torres Strait Islander applicant, or if you have a disability, and require advice and support with the recruitment process, please contact our Diversity Unit on DiversityInclusion@dthhs.vic.gov.au.

**How and where to apply**

The Department of Health & Human Services prefers job applications submitted electronically to best manage administrative and environmental resources. If you are unable to apply online, please follow the instructions below to submit a paper copy.

- **Online** – existing staff: click through to the job opportunities page from the department’s intranet homepage.
- If you are unable to apply online or having difficulties accessing the information online, please phone David Neary, (03) 9096-1476, for assistance.

**Other relevant information**

job_information-for-applicants or request a copy from the contact for further information listed under the ‘Position details’ section of this document.