

MPCCC SENIOR PROJECT OFFICER

DEPARTMENT/UNIT	Monash Comprehensive Cancer Consortium (MPCCC)
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy. Our Faculty offers the most comprehensive suite of professional health training in Victoria.

We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences. In 2022, our Nursing and Midwifery climbed to the rank of 14th in the world and 1st in Victoria in the QS World University Rankings.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life.

Contributing to the global health care agenda, the Faculty aspires to lead in all areas of its research and education activity, collaborating to influence local, national and international policy to improve health and social outcomes, and reduce health inequity.

We've made a major impact in the world of medical research and are globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub.

To learn more about the Faculty, please visit www.monash.edu/medicine.

The **School of Clinical Sciences at Monash Health (SCS)** is one of the nine schools of the Faculty of Medicine, Nursing and Health Sciences at Monash University, and is now the third largest school within the Faculty and its largest clinical school. Most of the research and teaching activities of the School are based near the main university campus, at Monash Medical Centre (MMC) Clayton. Monash Medical Centre is the major tertiary referral hospital for Monash Health, which serves a population of over 1.5 million people and is Monash University's largest hospital partner. The School's annual budget is in excess of \$160M. In typical years, total research income received through the School is approximately \$70M. SCS researchers are responsible for 20-25% of Monash University's research revenue.

The School of Clinical Sciences at Monash Health is a major teaching resource for Monash as its largest deliverer of clinical teaching in the medical student curriculum and the host of its Nutrition degrees. Medical student teaching is coordinated by the Directorate of Undergraduate Medical Education with teaching activities extended to a number of Monash Health sites including Dandenong, Casey, Moorabbin Hospital, and Kingston Centre. The School also has established links with other parts of the Faculty and other Monash faculties including the Be Active Sleep Eat (BASE) facility, located at the Notting Hill campus, where the Department of Nutrition, Dietetics and Food is located.

Basic, clinical, and translation research are undertaken by the departments of the School: Medicine, Nutrition, Dietetics & Food, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Surgery, Imaging and their associated University Research Centres. In addition, the Hudson Institute of Medical Research represents its association with Monash University by its staff and students comprising the Department of Molecular Translational Science within the School of Clinical Sciences. SCS has over 200 PhD students; it also supports students completing a BMedSc(Hons) or MPhil, often in conjunction with medical training.

Researchers of the School collaborate closely with relevant clinical areas in Monash Health and many of the School's principal investigators are clinician-scientists who are leaders in the health service. The School has a strong tradition of training in this area, including what is believed to be the largest number of clinicians enrolled in higher degrees by research of any teaching hospital school in Australia.

See more at: www.monash.edu/medicine/scs.

The Monash Partners Comprehensive Cancer Consortium (MPCCC) aims to improve outcomes for people affected by cancer by integrating world-class clinical cancer care with internationally recognised research.

MPCCC is a partnership made up of Monash University and its affiliated health services, Monash Health, Peninsula Health, Alfred Health, Eastern Health and Cabrini Health. Additional participating health services include Epworth Healthcare and Latrobe Regional Hospital.

The MPCCC works collaboratively with our partner organisations and others to bring a coordinated multidisciplinary approach to innovating clinical oncology practices, improving cancer services and delivering the next generation of research for better cancer prevention, early detection and treatment of cancer.

POSITION PURPOSE

The MPCCC Senior Project Officer is responsible for managing the end-to-end delivery of clinical research projects within the MPCCC. The position works closely with project stakeholders, both internal and external and across the MPCCC partner organisations to deliver projects in accordance with agreed timeframes, within budget and to achieve strategic business outcomes.

The MPCCC Senior Project Officer is responsible for all aspects of project management, including providing expert advice on project related matters and supporting change initiatives where required.

The MPCCC Senior Project Officer will work in close collaboration with program Steering Groups and other key contributors to facilitating the work required to deliver the projects. The MPCCC Senior Project Officer will contribute to the MPCCC strategic initiatives through acting as an expert liaison and co-ordinator for clinical research projects across the MPCCC partnership including research cohort projects and data linkage projects. The MPCCC Senior Project Officer will also contribute to the implementation of Molecular Tumour Board (MTB) facilitation software and any other support services.

Reporting Line: The position reports to the MPCCC program manager

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Manage projects from conception to final delivery drawing on current project management methodologies, including; scoping client needs and identifying project deliverables, developing project background, plans, budgets and other supporting documents, reporting on progress and performance against project schedules and performance indicators, and undertaking post-implementation reviews
2. Manage the implementation of the project deliverables including planning, overseeing and implementing change management strategies associated with project outcomes and implementation of measuring project outcomes and impacts
3. Source and assign project resources, which may include supporting a procurement tender process and negotiating and managing contracts with external providers
4. Undertake research and analysis, devise solutions and provide practical and expert advice to senior management to address complex project related issues
5. Prepare position papers, briefings, reports and presentations for a range of audiences, including senior management
6. Develop and maintain strong partnerships with key project stakeholders and undertake networking to support project objectives by networking, liaising, presenting information and coordinating or attending stakeholder meetings
7. Identify and report on risks and issues relating to projects and implement and monitor risk mitigation strategies
8. Support the MPCCC Program Manager in the development, implementation and evaluation of the program including:
 - Contributing to ethics submissions, protocols, SOPs and other documents as required
 - Providing expert advice to inform the evaluation and continuous improvement of the program, including evaluation of software packages to streamline processes

- Identifying opportunities for leveraged funding and supporting funding applications where required
- Preparing, participating and contributing to Steering and other Committee meetings as required
- Preparing reports for other committee meetings within the MPCCC Executive and contributing to reporting to program funders

9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:

- Postgraduate qualifications in a relevant clinical, scientific or public health discipline.or progress towards postgraduate qualifications and extensive relevant experience; or
- extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Proven knowledge, skills and experience in molecular biology, genetics and/or genomics discipline
3. Experience working in research, university and/or hospital settings
4. Experience working in the clinical trials sector
5. Solid understanding of the regulatory, ethics and governance requirements of clinical research and clinical trials; hands on experience preparing ethics and governance applications for multi-site research projects
6. Excellent project management skills with a proven record of successfully managing all aspects of medium to large scale projects through to completion, in accordance with project management methodologies, standards, timeframes and budgets
7. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
8. Advanced computer literacy, particularly with current project management software and related application capabilities
9. Highly developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders including senior academics, clinicians and researchers
10. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
11. Excellent interpersonal and communication skills, including experience in developing professional communication documentation and delivering effective presentations
12. Experience in the support of change initiatives in a large and complex organisation
13. Advanced computer literacy, particularly experience with current project management software and related application capabilities
14. Experience working with Electronic Data Capture Software such as REDCap

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University and to the MPCCC partner sites across metropolitan Melbourne may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required
- This position will require a successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.