

MPCCC PROJECT COORDINATOR (MOLECULAR TUMOUR BOARD)

DEPARTMENT/UNIT	Monash Comprehensive Cancer Consortium (MPCCC), School of Clinical Sciences at Monash Health
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

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, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

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, reduce health inequality and promote greater health and social outcomes.

We're 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.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The **Sub-Faculty of Clinical and Molecular Medicine**, embedded in Monash Health, comprises the School of Clinical Sciences (SCS), Hudson Institute of Medical Research, Monash Centre for Health Research and Implementation (MCHRI), and the Victorian Heart Institute (VHI) within the new Victorian Heart Hospital.

We improve health across the lifespan, in partnership with Victoria's largest health service. Our direct access to patient populations is enabled through Monash Health's multiple hospital campuses and community services.

We drive cutting-edge research across the human lifespan, from fertility to end of life. Our work spans the continuum from discovery and clinical research, through to implementation and health services research.

We strive to generate world-leading health outcomes and offer a strong record of entrepreneurialism and commercialisation, developing opportunities at every level, from molecule to community.

The **School of Clinical Sciences at Monash Health (SCS)** is one of nine schools of the Faculty of Medicine, Nursing and Health Sciences at Monash University, and is the third largest school within the Faculty and its largest clinical school. Most research and teaching activities of the School are based at Monash Medical Centre 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 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.

Basic, clinical, and translational research are undertaken by the departments of the School: Medicine; Nutrition, Dietetics & Food; Obstetrics and Gynaecology; Paediatrics; Psychiatry; Surgery; Radiology and Radiological Sciences, and associated University Research Centres. SCS has over 250 PhD students and also supports students completing a BMedSc (Hons) or MPhil, often in conjunction with medical training.

Researchers of the School collaborate closely with clinical areas in Monash Health and many of the School's principal investigators are leading clinician-scientists. The School is believed to have the largest number of clinicians enrolled in higher degrees by research of any teaching hospital 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 Project Coordinator (Molecular Tumour Board (MTB)) provides a range of high-level administrative and coordination services to support operational aspects of an established series of MPCCC molecular tumour board meetings.

The MPCCC Project Coordinator – MTB will work closely with MTB chairs and the MPCCC clinical research fellows to schedule MTB meetings and collate MTB molecular reports for presentation at MTBs. The position assists the MPCCC program manager by actively building and sustaining effective working relationships with a network of internal and external stakeholders to facilitate communication and drive MPCCC Molecular Tumour Board meetings. This position will aid MPCCC program manager in developing project documentation, updates and reports and undertakes a variety of administrative duties to support the MPCCC precision oncology program objectives.

The MPCCC Project Coordinator (Molecular Tumour Board) operates with excellence and expertise in process and judgement to provide sound and timely advice and support to MTB attendees and other MPCCC stakeholders.

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. Contribute to the MPCCC Precision Cancer Program through:
 - Scheduling and managing attendance to MTB meetings in liaison with the MTB Chair and presenters
 - Organising MTB molecular reports for presentation at MTBs
 - Work closely with MPCCC clinical fellows to ensure case discussion outcomes/recommendations are accurately recorded within the MTB facilitation software, stored securely and available for the reference and follow-up of referring clinicians.
2. Act as a key liaison point and subject matter expert in relation to the MTB meetings progress and objectives and drive MTB meetings
3. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support the MPCCC precision oncology program objectives
4. Managing the MPCCC database for sequencing referrals and ensuring timely and accurate data entry of referrals and MTB reports
5. Ensure privacy and confidentiality of MTB participants and patient personal details at all stages and processes leading up to and post-MTB meetings
6. Plan and undertake project related tasks, ensuring they are completed in accordance with agreed standards and timeframes

7. Undertake research, analyse results, investigate options and provide recommended solutions to any MTB project related issues
8. Prepare position papers, briefings, reports and presentations for a range of audiences
9. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of MTB related administration, processes and systems
10. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant clinical or scientific field with subsequent relevant experience, or
 - extensive experience and specialist expertise including broad knowledge in technical or administrative fields, or
 - an equivalent combination of , at least 2-3 years of relevant experience and/or education/training

Knowledge and Skills

2. Excellent administration and project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
3. Strong relationship building skills, including the ability to interact with a variety of stakeholders
4. Proven experience coordinating multidisciplinary team meetings in a hospital and/or research setting
5. Highly-developed interpersonal and communication skills, including experience in developing professional documentation
6. Excellent planning and organisational skills, with experience establishing priorities and managing calendars, meetings and bookings and meeting deadlines
7. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative
8. Strong research, analytical and problem-solving skills
9. Advanced computer literacy with the ability to use project management software and data entry and word-processing skills including experience using business software such as Microsoft Office and Google suite.

OTHER JOB RELATED INFORMATION

- Travel 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
- 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.