

Position Description

Position title:	NEMICS Project Manager
Classification:	HS5
Business Unit/ Department:	North Eastern Melbourne Integrated Cancer Service (NEMICS)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025
Employment Type:	Fixed term until 30 June 2027, part-time or full-time
Hours per week:	32-38 hours
Reports to:	NEMICS Director
Date:	2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

About NEMICS

Victorian Integrated Cancer Services

The Victorian Integrated Cancer Services (VICS) are Victoria's cancer services improvement network. They build relationships between healthcare providers and other cancer care stakeholders to develop, implement and evaluate initiatives that improve the way Victoria's health services provide care and support to people affected by cancer.

The VICS activity supports the achievement of pillars and actions stated in the Victorian Cancer Plan 2024-2028, namely that:

- Consumer are active partners in their care;
- Optimal access and care across the cancer pathway; and
- Data and intelligence-driven design and delivery.

There are eight geographical ICS (three metropolitan and five regional) and one statewide paediatric ICS. Collectively, they are referred to as VICS and are funded by the Victorian Department of Health.

The vision of the VICS is to improve patient experiences and outcomes by connecting cancer care and driving best practice. For more information visit <https://www.vics.org.au/>.

North Eastern Melbourne Integrated Cancer Service

The North Eastern Melbourne Integrated Cancer Service (NEMICS) was established in 2006. It will achieve the vision of the VICS by:

- delivering innovative, effective, and sustainable programs of work informed by data and evidence to understand unmet needs, reduce variation against optimal care, and improve outcomes
- working in partnership with government, the cancer sector, member health services and people affected by cancer
- accelerating opportunities to embed policy, evidence, patient experience informed initiatives across cancer services to improve access, equity, and experience of care
- creating new and different ways to deliver cancer services and support change that benefits the entire cancer community.

NEMICS partners are Austin Health, Eastern Health, Mercy Health, and Northern Health. NEMICS is hosted by Austin Health and has staff offices at Austin Health, Eastern Health, and Northern Health. NEMICS staff may work at any of the member health service locations. See <https://www.vics.org.au/nemics>.

Position purpose

This NEMICS Project Manager will deliver project management, coordination, and performance monitoring in relation to cancer service improvement activities and priorities. Cancer service improvement focus areas include access, multidisciplinary care, supportive care, reducing variation against the Optimal Cancer Pathways, survivorship care, and other Victorian Cancer Plan priorities. This role will work in an agile way and respond to new Victorian Cancer Plan, VICS Implementation Plan, health policy, and local regional priorities. The role will work under the direction of the NEMICS Director and in collaboration with the NEMICS team, member health services and/or cancer stakeholders. This role is employed by Austin Health but may work across Austin Health and Mercy Hospital for Women NEMICS Offices.

Key functions of the role include:

- Project management – involved in the various stages of project management; projects are aligned to the Victorian Cancer Plan, VICS Implementation Plan, Optimal Care Pathways, health policy and/or NEMICS region priorities.
- Service improvement coordination – involved in cancer policy implementation, project management, audit, data collection, data analysis, evidence analysis, understanding the patient pathway, stakeholder engagement, co-design, project governance, evaluation, grant / brief / report writing, and dissemination.
- NEMICS representation – collaborate with member organisation cancer services staff, project governance meetings, cancer quality / strategy meetings, and/or peer working groups, as requested.
- Co-design – use co-design principles to ensure consumers, patients, carers, and health services staff are actively involved in service improvement solutions, projects and activities.
- NEMICS team support – work in collaboration with other NEMICS project managers and provide support or cover as needed when others are on leave eg. to Mercy Hospital for Women.

Position responsibilities

- Work collaboratively and positively with the NEMICS Director, NEMICS Service Improvement and Consumer Manager, NEMICS program staff, Mercy Hospital for Women, consumers / volunteers, member health services, the cancer workforce, and stakeholders.
- Develop and deliver an approved NEMICS Project Manager workplan with projects and activities aligned with the position purpose and endorsed by NEMICS.
- Partner with member health services on agreed initiatives and work closely with their clinical leaders and/or cancer executive.
- Effectively contribute to the delivery of NEMICS responsibilities in relation to the Victorian Cancer Plan, VICS Implementation Plan, Optimal Care Pathways, health policy, and local priorities.
- Be familiar with and implement all relevant VICS protocols, procedures and plans including the *Victorian Cancer Plan*, *A guide to the Integrated Cancer Services in Victoria*, and the *VICS Brand Guidelines*.
- Be familiar with NEMICS region and member health service cancer services priorities, including the recommendations from the VICS Optimal Care Summits program.
- Contribute to NEMICS high-quality governance, procedures, change management, project management, and reporting, working in a responsive and agile way.
- Effectively and efficiently liaise with internal and external stakeholders including maintaining a strong relationship with member health services.
- Receive mentoring and practice development support from the NEMICS Service Improvement and Consumer Manager.
- Deliver the NEMICS projects and activities using effective time management skills.
- Contribute to a positive team culture, adopt an open and effective communication style, demonstrate reflective practice, receive feedback, avoid conflict, and promote the best interests of the VICS.
- Ensure documentation management meets legal, professional, and organisation standards.

- Maintain strict confidentiality at all times, including data requirements set out in the VICS Conditions of Access and Release and other VICS protocols.
- Identify and manage risks and issues as they arise, in consultation with the NEMICS Director.

All employees

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse) <https://austinhealth.sharepoint.com/sites/OPPIC>
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- Comply with the Code of Conduct.

Selection criteria

Essential knowledge and skills

- Tertiary qualification in health with more than three years of experience in cancer services and hospitals.
- A post graduate qualification (or working towards) in health services management, public health, health policy or project management.
- Demonstrated skills and experience in project management at health service and/or health system level.
- Demonstrated skills and experience in health record audit, data collection, management, analysis, and reporting.
- Demonstrated experience with project report writing and/or publications.
- Demonstrated high-level organisational skills with the ability to prioritise workload, meet deadlines and achieve performance targets.
- Demonstrated proficiency with information technology, including Microsoft Office and Excel.

Desirable

- Demonstrated experience working across health sectors eg. health services or community health.
- Demonstrated experience working in an Integrated Cancer Service or similar government funded health program.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*

- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.