

# Position Description

<b>Position title:</b>	<b>NEMICS Deputy Director</b>
Business Unit/ Department:	North Eastern Melbourne Integrated Cancer Service (NEMICS)
Classification:	HS6
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025
Employment Type:	Fixed Term Part-Time Genuine fixed term until 30 June 2028
Hours per week:	32 to 36 hrs
Reports to:	NEMICS Director
Date:	2026

## 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 three of the five goals stated in the Victorian Cancer Plan 2020-2024, namely that:

- Victorians know their risk and have cancers detected earlier;
- Victorians with cancer have timely access to optimal treatment; and
- Victorians with cancer and their families live well.

There are eight geographical ICS (three metropolitan and five regional) and one state-wide paediatric ICS. Collectively, they are referred to as VICS and are funded by the Victorian Department of Health, Cancer and Specialist Therapies Unit.

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 achieves 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 and functions

The NEMICS Deputy Director is responsible for delivering deputy functions for the NEMICS Director. The role is a senior leadership position responsible for supporting the Director in managing program governance, strategy, operations, human resource management, financial management, NEMICS representation, and reporting requirements. The role will lead the delivery of consumer and lived experience engagement, service improvement grants, workforce strategy and grants, cancer services planning, and program staff practice development.

Key functions of the role include:

- The NEMICS Deputy Director is accountable to the NEMICS Director who provides the strategic and operational leadership of the NEMICS and VICS Optimal Care Summits programs.
- Cancer policy and system: comprehensive understanding of cancer policy (e.g. cancer Optimal Care Pathways) and the Victorian cancer service system.
- Program governance: support the implementation of required ICS governance arrangements, secretariat functions, and risk management.
- Program operations: support the implementation of the NEMICS workplan, project management, project reporting, communications, and impact reporting.
- Human Resources: support the management, recruitment, mentoring, practice development, and performance review of program staff, including adherence to human resources policies and standards.
- Financial management: support financial management activities including end of month review and end of year acquittals as requested.
- Relationship management and stakeholder partnerships: build and maintain positive and effective relationships throughout NEMICS and the VICS, to utilise these relationships to deliver the program to a high standard. Represent NEMICS professionally and credibly across a range of activities.
- Consumer and lived experience engagement: deliver management, recruitment, mentoring, and facilitation of those with lived experience, including consumers, patients, and carers, who are actively involved in the NEMICS program and improvement planning and implementation.
- Service improvement grants: deliver the management, evaluation and reporting responsibilities of NEMICS funded service improvement projects.
- Workforce strategy and grants: deliver the management, evaluation and reporting responsibilities of NEMICS-led workforce strategy and professional development grants.
- Cancer services planning and strategy: deliver the management, strategy and reporting responsibilities of NEMICS-led cancer services planning and strategy projects as requested.
- NEMICS support: work in collaboration with other NEMICS roles to manage, support or cover as needed, when others are on leave.

## Position accountabilities

- Work collaboratively and positively under the direction of the NEMICS Director and in collaboration with the NEMICS and VICS program staff.
- Promote and represent the interests of the VICS and NEMICS, ensuring representation of the network, member health services, and achievements of NEMICS.
- Work effectively and efficiently within the NEMICS program, providing deputy leadership and management to the NEMICS program and program staff.
- Effectively contribute to the delivery of NEMICS responsibilities in relation to Department of Health funding and reporting requirements and the NEMICS MoU.
- Work collaboratively and as part of the NEMICS leadership team, including with the NEMICS Quality and Evaluation Manager.
- Ensure a comprehensive understanding of Optimal Care Pathways, Victorian cancer policy, cancer linked administrative datasets, the Statewide Cancer Indicator Platform, cancer audit data collection,

cancer patient experience data, cancer service performance indicators, local ICS data resources, and the cancer service system.

- Ensure a comprehensive understanding of evidence and data literacy, prioritise improvement activities and resources to address NEMICS unwarranted variations and outliers.
- Deliver the role's key functions using effective and excellent leadership, strategy, communication, program management, project management, stakeholder management, organisation, time management skills, and decision-making skills.
- Demonstrate excellent attention to detail with the ability to manage complex data and information accurately and effectively.
- Lead a positive team culture, adopt an open and effective communication style, demonstrate reflective practice, receive feedback, and avoid conflict.
- Have a comprehensive understanding of all relevant VICS protocols, procedures and plans including the *Victorian Cancer Plan*, *A guide to the Integrated Cancer Services*, the VICS style and brand guidelines.
- Ensure documentation management meets legal, professional, and organisational standards, including document control, record keeping, and reporting.
- Maintain strict confidentiality and privacy at all times, including complying with the NEMICS MoU, VICS Conditions of Access and Release policy, VICS Publications Protocol, and compliance with VICS disclaimer and copyright.
- Value the unique backgrounds, experiences, and contributions that each person brings to our team, and encourage and celebrate diversity.
- 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.
- Participate in Austin Health mandatory training and performance appraisal program.

### **Selection criteria**

#### **Essential knowledge and skills**

- Tertiary qualification in health with more than five years of experience in Victorian cancer services.
- A qualification in health services management, public health, health policy or equivalent combination of industry experience.
- Experience and capabilities managing others eg. health professionals, consumers and/or volunteers.
- Experience in financial and cost centre management and reporting.
- Experience and expertise in hospitals project management at service, organization and/or statewide level.
- Experience in cancer services data collection, management, analysis, and reporting.
- Excellence in project report writing and/or publications.
- Demonstrated high-level organisation skills with the ability to prioritise workload, meet deadlines and achieve performance targets.

#### **Desirable**

- Experience working in the Victorian Integrated Cancer Services and/or a NEMICS member health service.
- Experience managing healthcare lived experience consumers and/or volunteers.

## General information

### **Austin Health is a Child Safe Environment**

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### **Equal Opportunity Employer**

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aborigineemployment/>