

Position Description

Position title:	NEMICS Quality and Evaluation Manager
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 Part-time
	Genuine fixed term until 30 August 2028
Hours per week:	32
Reports to:	NEMICS Director
Date:	2026

About NEMICS

Victorian Integrated Cancer Services

The Victorian Integrated Cancer Services (VICCS) 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 VICCS 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 VICCS and are funded by the Victorian Department of Health, Cancer Unit.

The vision of the VICCS 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 VICCS 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

This role is responsible for delivering cancer services and program quality monitoring and evaluation activities using best-practice implementation science and research translation methodologies. The role coordinates the implementation of cancer quality standards and frameworks, cancer indicators, local and statewide audits, performance reporting, monitoring patient experience, program evaluation, and VICS reporting requirements.

Cancer service improvement focus areas align with the Victorian Cancer Plan priorities and the Optimal Care Pathways. This role will work in an agile way and respond to the Victorian Cancer Plan, VICS strategy, and local regional priorities.

The role will work under the direction of the NEMICS Director and in collaboration with the NEMICS Deputy Director, team and member health services. This role is employed by Austin Health and collaborates with stakeholders across NEMICS member health services and the VICS.

Key functions of the role include:

- Cancer services quality improvement: lead and support literature review, scoping, auditing, data analyses, and evaluation activities that inform cancer services performance monitoring and improvement. Activities may relate to NEMICS workplan priorities and projects, the Statewide Cancer Performance Indicator Platform, Optimal Care Summit unwarranted variations and more.
- Implementation science and evaluation methods: develop and implement evaluation protocols, data collection and analysis, staff mentoring and professional development, evaluation frameworks, and reporting.
- Quality, data, and information capacity building: support the development of the NEMICS team's data knowledge and capabilities, including the implementation of the Victorian Data and Information Management Framework.
- Program workplan: coordinate the reporting of NEMICS workplan activities, program logics, outputs and outcomes and their alignment with Victorian Cancer Plan and/or VICS strategic priorities.
- Program evaluation: identify and report on the data and information required to measure the impact and outcomes of NEMICS program activities against the Victorian Cancer Plan and VICS strategy.
- Project management: utilise project management skills to deliver timely cancer services and program quality monitoring, improvement and evaluation activities, including project plans, program logic and reports.
- Support the NEMICS Director: assist with governance, program management, human resource management, financial management, funding submissions, and NEMICS representation and reporting, as requested.
- NEMICS representation: collaborate with member organisation quality, strategy and/or cancer services staff. Attend 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 cancer services and program quality and evaluation initiatives.
- NEMICS team support: work in collaboration with other NEMICS staff, including the NEMICS Deputy Director and the Health Data Manager, providing support or cover as needed when others are on leave.

Position accountabilities

- Work collaboratively and positively with the NEMICS Director, NEMICS leadership and program staff, consumers / volunteers, member health services, the cancer workforce, and other stakeholders.
- Develop and deliver an approved NEMICS Quality and Evaluation Manager workplan with projects and activities aligned with the position purpose.

- Effectively contribute to the delivery of NEMICS responsibilities in relation to the Victorian Cancer Plan, VICS strategy, VICS reporting and evaluation, VICS Data and Information Framework, 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*.
- Partner with member health services on agreed initiatives and work closely with their executive and clinical leaders.
- Contribute to the implementation of NEMICS regional 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.
- 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, and avoid conflict.
- Ensure documentation management meets legal, professional, and organisational standards.
- Maintain strict confidentiality and privacy at all times, including all requirements set out in the VICS Conditions of Access and Release.
- Identify, document and manage risks and issues as they arise, in consultation with the NEMICS Manager.

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 science with more than three years of experience in Victorian cancer services, hospitals or public health.
- A post graduate qualification in health services management, public health, health policy or equivalent combination of industry experience.
- Demonstrated skills and experience in healthcare quality management, national standards, health record audit, data management, and performance indicator reporting.
- Experience in cancer services data collection, management, analysis, and reporting.
- Demonstrated skills and experience in project or program evaluation.
- Excellence in project report writing, publications or data visualisation.
- Demonstrated high-level organisation skills with the ability to prioritise workload, meet deadlines and achieve performance targets.

Desirable

- Demonstrated experience producing indicator dashboards e.g. within Power BI.
- Experience working in the Victorian Integrated Cancer Services and/or a NEMICS member health service.

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/Aboriginalemployment/>

Document review and agreement

Manager Signature	
Employee Signature	
Date	