



Position Description

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| JOB TITLE: | Program Manager |
| DEPARTMENT: | Zero Childhood Cancer |
| THEME | Personalised Medicine |
| REPORTS TO: | Zero Childhood Cancer Program Leader |
| LAST DATE REVIEWED: | April 2020 |

JOB SUMMARY

The Zero Childhood Cancer Program Manager will report to the Program Leader supporting the expansion and delivery of the national program which will integrate, harmonise and build upon the existing research, translational and clinical activity of Children's Cancer Institute and its partners at Sydney Children's Hospital, all major paediatric centres nationally and partner medical laboratory research institutions. The objective of the program is to prolong survival, reduce treatment side effects and find novel undiscovered biology.

Under guidance of the Program Leader, the Program Manager will provide daily operational support, particularly in the development and maintenance of accurate program plans, budgets and documentation, identify and help resolve program issues, support ad-hoc cross functional task forces, and help facilitate alignment across functions, campuses, and national clinical sites. The position will play a key role in ensuring the program meets milestones and successfully expands a sustainable National Zero Childhood Cancer Precision Program and partner network.

This role suits a friendly personality who can work with people openly across all components of an organisation. Critical to the role is a clinically orientated and organised approach, strong people and project management skills, and the ability to act as a key liaison between Children's Cancer Institute and our collaborating partners.

PRIMARY TASKS / RESPONSIBILITIES

Program Planning and Operational Management

- Oversee the day-to-day management of the Zero Childhood Cancer Program and National Clinical trial to ensure program is ethically and effectively delivered
- Work with the Program Leader to advance Program expansion and ensure the operations plan aligns with the overall business strategy
- Support the Program Leader to lead and grow the program management function through a period of rapid growth
- Work closely with Program Leader and stakeholders to develop and implement the expansion of the program internally and externally (nationally), and monitor opportunities for the continued development and optimisation of processes and procedures



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- Execute program management - Responsible for quality, accuracy and maintenance of the integrated program plan, budget and documentation, planning, coordination and direction of operational support team to ensure effective and efficient work practices, and for challenging the program timelines and resource requirements.
- Ensure execution and completion of projects and tasks across Program operations and where necessary, communicate the appropriate information to the Program Leader
- Improve and maintain program and project management best practices. Provide project management expertise to ensure excellent execution of the program and ensure cross functional alignment of integrated program goals/strategy. Leads cross-functional program task forces as agreed by Program Leader
- Responsible for identifying and capturing action items and for liaising with program team members on follow-up activities and program deliverables. Assign responsibility to individuals: set goals, deliverables, and due dates
- Lead and supervise any staff directly assigned, to support day-to-day operation of program, facilitate teamwork, positive team dynamics, and to maximise team output
- Oversee the recruitment process for new team members of the Program, liaising cross functional teams, reviewing applications, conducting interviews and leading new staff onboarding, including overseeing provision of training as appropriate
- Ensure compliance of the program with all relevant standards and legislation
- Perform other duties as required

Financial Planning and Management

- Responsible in collaboration with the Program Management Accountant and program management team members for forecasting Program budgets (internal, external, fixed, headcount direct and indirect costs). Responsible with the Program Management Accountant for the timely flagging and communication of budget deviations with accompanying rationale
- Support Program Leader and Management Accountant during budget process and preparation for Finance and board meetings and grant reporting
- Work with the Program Leader to secure adequate funding for the operation of the Program through identifying high return funding sources, contributing to fundraising plans and contribute to funding proposals and competitive grant applications to increase the funds available to support strategic research priorities of the Program

Stakeholder Relations and Communications Management

- Support the Program Leader to manage key stakeholders involved in the expansion of the Program
- Develop strong relationships with various stakeholders to enable the successful expansion of the program.
- Working with the Program's Marketing Manager, support the development of a Program communications plan to ensure that all stakeholders are fully aware of key milestones, accomplishments, risks, and issues in all deliverables
- Working with the Program's Marketing Manager, supervise and support the preparation and management of Program results and communications content for a wide range of stakeholders, including research conference presentations and posters, manuscripts, written and oral program communications with external companies, newsletters, the Program website and marketing material for donors. Liaise with multiple stakeholders to ensure correct and accurate data is communicated in all communication forums
- Present project requirements to respective stakeholder groups
- Participate in the negotiation and management of vendor agreements and relationships



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- Provide status updates and reviews of program deliverables as required
- Report on project status, risks, issues, and resources as needed internally
- Assist the Program Leader in maintaining the fine balance between the research and clinical goals of the program, and managing expectations accordingly

Risk Management

- Identify, evaluate, and escalate as appropriate to the Program Leader, any risks to the Program's people (internal and external stakeholders, direct program employees, management, board, and volunteers), property, finances, goodwill, and image; and develop and implement mitigation strategies to control these risks, including development of contingency strategies.
- Responsible for proactively working with the Program Management Accountant to identify issues and potential bottlenecks within the program plan and budget and proposing solutions for review by the Program Leader and senior leadership team.
- Communicate and escalate functional constraints to the Program Leader

MINIMUM REQUIREMENTS

Qualifications

- Bachelor's or doctoral degree in bio/medical Science or related life science field is required.
- Post graduate level studies in a relevant discipline desirable

Experience and requirements

- A minimum of 10 years wet lab, analytical, and management combined experience in a translational research and or diagnostic laboratory working environment
- A minimum of 5 years leading cross functional teams
- Demonstrated project management skills
- Demonstrated administration and people management experience in a medical research or clinical environment
- Demonstrated knowledge of resource (budget and headcount) planning and management
- A scientific understanding of precision medicine both in clinical and research application
- Demonstrated ability to learn new scientific concepts, and understand and prepare scientific related documentation
- Demonstrated experience in liaising with diverse stakeholders, including researchers and clinicians, and across organisations
- Demonstrated understanding of the medical research and health services environment in Australia
- Knowledge of design control, requirements management, and the diagnostic development and or accreditation process including IVD regulatory requirements is desirable
- Demonstrated strong computer literacy, and proficiency using a range of software packages
- Strong professional writing and verbal communication skills

KEY SKILLS

- Confidentiality, sound judgement
- A team player with energy and enthusiasm



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- Broad strategic program perspective and strong attention to tactical details.
- Exceptional organisational capability with strong time management and the ability to work on multiple initiatives concurrently
- Expert planning and tracking skills, with the ability to capture details and summarize in an integrated cross-functional plan
- Strong solutions focussed analytical and problem-solving skills with attention to detail
- Excellent interpersonal, verbal, and written communication skills, with proven ability to communicate effectively with stakeholders with varied skill sets and knowledge bases
- Ability to work with minimal supervision, meet strict deadlines, demonstrate initiative, and respond and adapt rapidly to changes in priorities and the environment

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistleblowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy
- Any other policies not listed here but are available on the Children's Cancer Institute Intranet Policies pages

SERVICE STANDARDS AND GENERAL EXPECTATIONS

- Respond to phone calls and emails
- Read internal communications within 48 hours
- Maintain up to date personal information in the HRIS (ConnX - Self Service) at all times within 48 hours

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

OUR VALUES

- **A** is for **Accountability** and **Integrity**
- **C** is for **Camaraderie**, **teamwork** and **Sharing**
- **E** is for **Excellence** and **Success**



Position Description

- **S** is for **Satisfaction**

WORK HEALTH & SAFETY

- Must adhere to all WHS policies and procedures including reporting incidents within 24 hours
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor and in the WHS reporting system (Myosh)
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: Zero Childhood Cancer Program Leader

Departmental Structure: See Organisation Chart

Note: *Reporting structure may change subject to management decisions and business requirements.*