



## **POSITION DESCRIPTION**

<b>Position Title:</b> (ATLG)	<b>Executive Officer (EO) Australasian Lung Cancer Trials Group</b>
<b>Location:</b>	Melbourne, Brisbane or Sydney
<b>Employment Status:</b>	Full Time
<b>Reporting Relationships:</b>	General Manager Clinical Programs, Research and Innovation  Chairperson Australian Lung Cancer Trials Groups Steering Committee Chairperson Thoracic Trials for Lung Cancer Steering Committee
<b>Supervisor:</b>	General Manager Clinical Programs, Research and Innovation
<b>Date:</b>	March 2019

## **PURPOSE OF POSITION DESCRIPTION**

The purpose of this position description is to document the work, which is encompassed within this role. The key areas of responsibility and performance indicators are tied to the performance review and career development conversations. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

## **SECTION 1 – The Employer**

### **MISSION**

Lung Foundation Australia's (Lung Foundation) mission is to assist the relief of people burdened by lung disease and promote lung health in Australia by:

- raising funds for medical and scientific research;
- reducing the emotional and financial burden of lung disease in the community through patient and carer support;
- educating the community in lung health and early detection of lung disease; and
- influencing public policy.

### **VALUES**

The Lung Foundation operates under the principles and respect for the law and system of government, respect for people, integrity, diligence and efficiency.

### **ENVIRONMENT**

The Lung Foundation's National Office includes approximately 20 professional staff, supported by a team of dedicated volunteers.

### **ATTRIBUTES**

- Effective relationship management

- Integrity
- Adaptability
- Quality conscious
- Exceptional communication skills (both written and verbal)
- Work autonomously and within a team environment
- Prioritise tasks and manage time effectively
- Excellent organisation skills with ability to manage competing priorities.

## SECTION 2

### POSITION SUMMARY – THE PROGRAM

The Executive Officer (ALTG and TACT) is responsible for the operational management and administration of:

- Australasian Lung Cancer Trials Group (ALTG) approximately 80% of duties and
- the Thoracic Alliance for Cancer Trials (TACT) approximately 20% of duties.

This Executive Officer level role will be responsible for defining and achieving long-term strategic program outcomes; building and maintaining key stakeholder relationships; identifying business opportunities and mitigating risks; providing administrative and business management support; and maintaining extensive knowledge of research frameworks and programs including funding and investment opportunities.

The EO supports two mission critical programs.

- **ALTG** - the Australasian Lung Cancer Trials Group, is multi-disciplinary clinical trial organisation that aims to advance and support clinical research on lung and thoracic cancer in several ways. The ALTG's mission is to reduce the incidence, morbidity and mortality of lung and other thoracic cancers and improve the quality of life of patients, their carers and families in Australia and New Zealand by coordinating and facilitating high quality clinical research.
  - The specific objectives of the ALTG are:
    - To facilitate participation in the development, conduct, evaluation and reporting of clinical trials in lung and thoracic cancer.
    - To promote the use of clinical trials in evaluating new treatments and management approaches for lung and thoracic cancer.
    - To contribute to the translation of clinical trial findings into clinical practice and consumer programs.
- TACT is an international umbrella organisation for academic clinical trial groups, dedicated to thoracic oncology research. TACT was formally established in September 2015. The TACT Steering Committee comprises leading investigators and representatives of key trials groups. With its global reach, TACT is ideally positioned to navigate the increasingly complex landscape of lung cancer diagnosis and novel treatment approaches by enabling lung cancer researchers worldwide to work together on joint projects and clinical trials.
- TACT aims to:
  - Facilitate and promote international research collaboration in thoracic cancer
  - Provide a platform to conduct clinical trials requiring multiple trials groups
  - Combine resources and expertise to conduct research more efficiently and reduce duplication of effort
  - Allow trials to recruit more quickly

- Establish clinical and translational research priorities

### **KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS**

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

<b>Key Areas of Responsibility</b>	<b>Performance Indicators</b>
<b>ALTG - Research Leadership, Growth and Expansion</b>	<ul style="list-style-type: none"> <li>• In partnership with the CEO, GM and ALTG Chairperson analyse, research, develop and grow the program including attracting additional government and non-government investment (both domestically and internationally)</li> <li>• Identify and develop new trial concept proposals via the ALTG processes</li> <li>• Manage and foster positive long-term collaborations with, and ensure service delivery by, partners involved in ALTG</li> <li>• Development of concepts to facilitate the conduct of clinical trials</li> <li>• Development of funding, budget or policy submissions for lung cancer research</li> <li>• Actively recruit new members, collaborators and partners</li> <li>• In collaboration with the General Manager and relevant Committee be accountable for the financial management of the ALTG program including budget development, tracking and reporting</li> </ul>
<b>TACT – Growth and Expansion</b>	<ul style="list-style-type: none"> <li>• In partnership with the CEO, GM and TACT Chairperson analyse, research, develop and grow the program including attracting additional government and non-government investment (both domestically and internationally)</li> <li>• Align the business model and SOPs for the strategic conduct of the TACT business</li> <li>• Develop harmonisation strategy for global trial activity</li> <li>• Using knowledge of the market and competitors, identify and develop TACT's unique selling proposition and differentiator.</li> <li>• Communicating new business developments to prospective trial groups and/or sponsors.</li> </ul>
<b>Administrative Support (ALTG (TACT))</b>	<ul style="list-style-type: none"> <li>• Process endorsement and approval of applications for ALTG membership</li> <li>• Maintenance of accurate membership database</li> <li>• Arrange logistics, organise meeting papers, speakers, and create agendas for a range of meetings</li> <li>• Prepare meeting minutes</li> <li>• Organise pipeline sessions for industry within ALTG member meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Create and maintain policies and procedures, as required</li> <li>• Maintain trial registers</li> <li>• Planning and preparing presentations</li> <li>• Overseeing the development of marketing literature</li> <li>• Organise office bearer elections</li> <li>• Organise travel awards</li> <li>• Attend teleconferences and meetings as required</li> <li>• Establish and maintain good working relationships with key funding bodies (government, NGO's, pharmaceutical companies, sponsors etc)</li> <li>• Provide direction and support to the Clinical Programs and Research Administration Coordinator to plan and deliver ALTG events and scientific meetings</li> </ul>
<b>Financial Grant/Sponsorship Submission (ALTG (TACT))</b>	<ul style="list-style-type: none"> <li>• Identify potential new government   non-government domestic and international funding opportunities (grants/sponsorship) and turn this into increased business.</li> <li>• Identify and draft funding government and non-government applications</li> <li>• Draft progress reports and final reports</li> <li>• Partner with the GM Corporate Services to prepare regular financial statements</li> <li>• Partner with GM Corporate Services to ensure compliance with funding requirements including progress, financial reports and audits.</li> <li>• Monitor and approve payments associated with key contracted areas within grants in line with delegations</li> </ul>
<b>(ALTG (TACT)) Digital Maintenance</b>	<ul style="list-style-type: none"> <li>• Maintain website content and grow reach</li> <li>• Active participation in all Lung Foundation Australia (LFA) lung cancer awareness campaigns planning to ensure synergy</li> </ul> <p>NB the EO is supported by the LFA Communications Team and GM Development for communications and digital marketing consistent with the LFA brand guidelines</p>
<b>(ALTG (TACT)) Communications</b>	<ul style="list-style-type: none"> <li>• Attend functions such as association events and conferences for networking and communication opportunities as LFA representative</li> <li>• Meet regularly with Project Chairs/Committees and CEO LFA and General Manager Clinical Programs, Research and Innovation</li> <li>• Ensure that data is accurately entered and managed within LFA's CRM system</li> <li>• Research and develop a thorough understanding of LFA's people and capabilities.</li> <li>• Update LFA staff on ALTG and TACT activities to foster internal collaboration and understanding</li> <li>• Writing reports to key parties and funders, including Lung Foundation's CEO and Board</li> </ul>

## **SECTION 3**

### **Key Selection Criteria**

#### **Essential**

- Tertiary qualifications in business administration or a relevant health discipline are essential and post graduate qualifications will be highly regarded
- A demonstrated track record in clinical research, either at an academic level or in a clinical research organisation
- A well-developed understanding of clinical trials and the clinical trial process including budgeting for trial activity
- Experience of at least 3 years in coordinating and developing clinical trials
- Experience in developing and managing group and study budgets, and preparation and analysis of financial reports
- Superior writing, editing and proofreading skills for proposals, grant applications and reporting requirements
- Demonstrated knowledge and understanding of the lung/thoracic cancer space or aptitude to gain knowledge quickly
- A commitment and personal alignment with Lung Foundation Australia Vision, Purpose and Values
- A current driver's license.
- A current National Police Criminal History Check
- A current Working with Children Check

#### **Desirable**

- Excellent organisational, planning and time management skills with a strong attention to detail to meet often competing deadlines
- Highly developed interpersonal and written communication skills
- Highly developed use of Microsoft Office software

#### **Important notes:**

- The role will require regular interstate travel including overnight stays and occasional weekend work
- You may be required to attend international conferences | symposia (minimum annually)
- A time in lieu policy applies in lieu of overtime
- Flexible rostering applies
- LFA as part of its work life balance program seeks to provide six months' notice of major events and travel
- Travel is via economy class or subject to funding
- You may retain all frequent flyer points to be used at your discretion
- An Employee Assistance Program (EAP) is funded by the employer for business and private access

## **SECTION 4**

### **EXTERNAL RELATIONSHIPS**



The Executive Officer works with a wide array of stakeholders affiliated with the Lung Foundation, ALTG and TACT. Specifically, the Executive Officer works closely with the Chairperson of the ALTG and Chair of the TACT Board; members of the ALTG Management Advisory & Scientific Advisory Committees; and the TACT Board and Working Groups.

## **SECTION 5**

### **PERFORMANCE APPRAISALS**

Performance review and career development discussions will take place quarterly with the CEO (2019) General Manager for Clinical Programs, Research and Innovation (2020 and beyond). As a senior manager the Lung Foundation Australia's Executive Leadership Competencies are the basis for performance appraisal.

### **KEY PERFORMANCE INDICATORS (KPIs)**

- Contribution to, development and ratification by ALTG and TACT Committees of a three-year business plan consistent with LFA, Committee and Government strategies of the day (within 6 months of commencing)
- Growth of collaborations (new partnerships and sustained partnerships)
- Growth of trials for both ALTG and TACT (new, sustained and refunded)
- Growth of funding by Government and others in the programs as measured against budget (measured over time)
- Adherence with policy, procedures, budget and reporting timelines
- Committee | Stakeholder satisfaction via informed feedback and demonstrated actioning of such feedback
- Event and activity participant satisfaction via informed feedback and demonstrated actioning of such feedback
- Demonstration of LFA Executive Competencies and Code of Conduct

## **SECTION 6**

### **ACCEPTANCE OF POSITION DESCRIPTION**

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

\_\_\_\_\_  
Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager Clinical Programs, Research and Innovation

\_\_\_\_\_  
Date

**Version control**



Approved by GM  
Approved by CEO  
Review date

March 2019  
March 2019 - Final  
March 2021