



POSITION DESCRIPTION

Position Title:	Research Program Development Manager - Lung Cancer
Location:	National Secretariat, Brisbane-based
Employment Status:	Full Time
Reporting Relationships:	General Manager for Research
Date:	May 2017

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

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.

SECTION 2

POSITION SUMMARY

The **Research Program Development Manager - Lung Cancer** is responsible for the development and administration of both the Australasian Lung cancer Trials Group (ALTG) and the Thoracic Alliance for Cancer Trials (TACT).

This role will work to support ALTG and TACT to facilitate national and international investigator-led thoracic cancer research. The role will be responsible for defining long-term strategic goals, building key customer relationships, identifying business opportunities, negotiating and closing sponsorship deals, providing administrative and business management support, and maintaining extensive knowledge of current market conditions. A key result area will be developing and implementing growth opportunities within and between organisations.

- **ALTG** is Australia and New Zealand's lung and thoracic cancer clinical research group. This multi-disciplinary organisation aims to advance and support clinical research on lung and thoracic cancer in a number of ways. The ALTG is a multi-disciplinary organisation whose 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.
- TACT is an international non-profit umbrella organisation for academic research groups, dedicated to facilitating thoracic oncology research. TACT is a unique opportunity to improve outcomes for patients with thoracic malignancy by facilitating clinical research through a truly global network, harmonisation of governance and operations and fostering a genuine collaboration among groups and with external partners. TACT was formally established in September 2015. The TACT Board 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.

Key Areas of Responsibility	Performance Indicators
TACT – Early Phase Focus	<ul style="list-style-type: none">• Oversee and adjust the business model and SOPs for the strategic conduct of the TACT business• Develop harmonisation strategy for global trial activity• Using knowledge of the market and competitors, identify and develop TACT's unique selling proposition and differentiator.• Communicating new business developments to prospective trial groups and/or sponsors.
ALTG Business Processes/ Membership	<ul style="list-style-type: none">• Adherence to the process involved in identifying and developing new trial concept proposals via the ALTG processes• Manage relationships with, and ensure service delivery by, collaborating organisations involved in supporting the ALTG's development of concepts, funding submissions and conduct of clinical trials• Process endorsement and approval of applications for ALTG membership• Maintenance of accurate membership database• Actively recruit new members• Financial management of the ALTG including budget development, tracking and reporting
Administrative Support (ALTG/TACT)	<ul style="list-style-type: none">• Arrange logistics, organise meeting papers, speakers, and create agendas for a range of meetings• Prepare meeting minutes• Organise pipeline sessions for industry within ALTG member meetings• Create and maintain policies and procedures, as required• Maintain trial registers• Planning and preparing presentations• Overseeing the development of marketing literature• Organise office bearer elections• Organise travel awards• Attend teleconferences and meetings as required• Establish and maintain good working relationships with key funding bodies (government, NGO's, pharmaceutical companies, sponsors etc)
Financial Grant/Sponsorship Submission (ALTG/TACT)	<ul style="list-style-type: none">• Identify potential new funding opportunities (grants/sponsorship) and turn this into increased business.• Identify and draft funding applications• Draft progress reports, final reports and financial statements• Work with auditors to get funding usage certified

	<ul style="list-style-type: none"> • Monitor and approve payments associated with key contracted areas within grants
ALTG/TACT Website Maintenance	<ul style="list-style-type: none"> • Maintain website content
ALTG/TACT Communications	<ul style="list-style-type: none"> • Attend functions such as association events and conferences for networking and communication opportunities • Meet regularly with Project Chairs/Committees; General Manager for Research. • Ensure that data is accurately entered and managed within the Lung Foundation's CRM system. • Research and develop a thorough understanding of the Lung Foundation's people and capabilities. • Understand the ALTG and TACT goals and purposes so to enhance the Lung Foundation's performance. • Writing reports to key parties and funders, including Lung Foundation's Board.

SECTION 3

REPORTING RELATIONSHIPS

This is one of several positions reporting to the General Manger for Research.

EXTERNAL RELATIONSHIPS

The Research Program Development Manager - Lung Cancer works with a wide array of people affiliated with the Lung Foundation, ALTG and TACT.. Specifically, the Manager works closely with the President 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 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place quarterly with the General Manger for Research.

SECTION 5

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.

{insert name here}
Research Program Development Manager - Lung Cancer

Date

Glenda Colburn
General Manager for Research

Date