



## POSITION DESCRIPTION

**Position:** Unit Leader, Research Coordination (CED.194)  
**Reports To:** Head, Cancer Epidemiology  
**Classification:** Band F

### CANCER COUNCIL VICTORIA

Every year, more than 30,500 Victorians will be diagnosed with cancer, and nearly 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**.

### DIVISION SUMMARY

The Cancer Epidemiology Division (CED) conducts a broad range of research aimed at expanding our understanding of the factors that contribute to or protect against the development of cancer, or survival following a cancer diagnosis. It comprises a multidisciplinary team of epidemiologists, statisticians, dietitians, data managers and support staff, committed to understanding how to improve our efforts at cancer control.

CED research is based on several research platforms and programs that contribute to the generation of knowledge about cancer. These include the *Australian Breakthrough Cancer (ABC) Study*; the *Melbourne Collaborative Cohort Study (Health 2020)*; the *Rare or Under-Researched Cancers Program*; the *Prostate Cancer Program*; the *Lifestyle Epidemiology Program* which contains two major sub-programs, *Diet and Nutrition and Physical Activity*; the *Genomic and Molecular Epidemiology Program* which encompasses germline and tumour genetics and other omics. CED researchers collaborate extensively with other researchers in Australia and overseas.

### POSITION SUMMARY

The Unit Leader, Research Coordination is responsible for overseeing activities involved in participant recruitment, study conduct, records management and active and passive participant follow-up for the CED research platforms, including its flagship resource, the ABC Study and corresponding sub-studies. This includes:

- (i) strategic and operational planning and implementation

- (ii) budgeting and reporting
- (iii) monitoring ethics and governance compliance
- (iv) risk management
- (v) systems and process improvement.

Reporting to the Head, Cancer Epidemiology, the position has direct line-management responsibility for the Manager, ABC Study and Team Coordinator, Cohort Maintenance and forms part of the CED Leadership Team, responsible for overseeing CED's delivery on mission. The role is required to foster productive relationships with CED researchers and other strategic stakeholders, both internal and external to CCV.

The Unit Leader, Research Coordination is required to apply their public health knowledge, leadership skills and trustworthy judgement to achieve these outcomes.

## **KEY RESPONSIBILITIES**

### **Vison and Leadership**

- Contribute to CED strategic planning and financial management activities
- Oversee activities performed by the ABC Study and Cohort Maintenance teams, including setting priorities and resource allocation to ensure they are aligned with CED strategic priorities
- Lead and manage staff, including team leaders, to ensure effective priority setting, work planning and monitoring progress against priorities, as well as performance review and recruitment
- Inspire and empower the Research Coordination Unit by developing capability in leadership, project management, innovation and study participant engagement
- Support compliance with Australian privacy legislation and the ethical conduct of human research, including ethical considerations involving human biospecimens and genomic data
- Support the implementation of change management activities
- Foster a high-performance culture with a focus on quality and continuous learning and improvement
- Demonstrate the CCV values and support and encourage employees to apply the values of Cancer Council to the work that they do

### **Research Coordination**

- Manage participant recruitment, contact and follow-up (active and passive) for the CED research platforms and sub-studies therein, including sample collection and records management
- Oversee the checking of study data to support the creation of accurate data files and other research outputs
- Oversee linkage of CED research participant data with external datasets such as the cancer and death registries, including establishing recurring data linkage schedules, liaison with external stakeholders and compliance activities
- Oversee the systems, processes and documentation that support the collection of data and biospecimens from participants in the ABC Study and Cohort Maintenance projects to ensure quality assurance processes are maintained
- Present accurate ABC Study reports to monitor study progress
- Manage financial activities relevant to the ABC Study and Cohort Maintenance, including developing and monitoring budgets
- Contribute to research ethics and governance documentation for projects managed within CED, including new applications, amendments and reports
- Contribute to the development of participant engagement strategies

- Manage and resolve complex operational issues to achieve CED strategic objectives

### **Stakeholder Engagement**

- Build and strengthen working relationships with researchers and support staff within CED, as well as in other CCV Divisions and teams including the Research Governance Unit, Victorian Cancer Registry, Fundraising and Communication and Finance.
- Liaise with external stakeholders, including data custodians, biorepository staff, potential funding body representatives and research collaborators

***Such other duties as directed and consistent with an employee's level of skill, competence and training.***

## **KEY SELECTION CRITERIA**

### ***Essential Criteria***

#### **Qualifications, Experience, Knowledge and Skills**

- Tertiary degree in a relevant field
- Substantial experience in a research or public health environment, including managing research studies involving human participants, strategic planning and reporting and financial management
- Demonstrated experience leading and managing staff
- Demonstrated understanding of Australian privacy legislation and ethical considerations that underpin the responsible conduct of epidemiological research, including those related to handling sensitive information, genetic research and data linkage activities
- Effective communication and interpersonal skills across a diverse range of internal and external stakeholders, including the ability to develop and maintain strategic relationships with internal and external stakeholders
- Highly motivated with the demonstrated ability to resolve complex issues and show initiative
- Demonstrated ability to foster a culture of growth, innovation and continuous improvement to drive results.
- Strong organisational and time management skills, including the proven ability to meet tight deadlines and work autonomously
- Results focussed with the ability to manage a broad workload, focus on the big picture and deliver key day-to-day tasks.

### ***Desirable Criteria***

- Masters-level qualification in epidemiology or public health
- Demonstrated experience managing people leaders
- Risk management experience in an epidemiology or public health research environment

### **Special Requirements**

- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Police Check