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Are you professional enough
to work at CanTeen?



Are you free-spirited enough
to work at CanTeen?



Information Pack

Youth Cancer Services & Clinical
Trials Manager

About CanTeen

We get it. Just when life should be full of possibilities, cancer crashes into a young person's world and shatters everything.

We help young people cope with cancer in their family. Through CanTeen, they learn to explore and deal with their feelings about cancer, connect with other young people in the same boat and if they've been diagnosed themselves, we provide specialist, youth-specific treatment teams.

By feeling understood and supported, young people develop resilience and can rebuild the foundations that crumbled beneath them when cancer turned their life upside down.

No matter which role you are in, working for CanTeen is how **you** can be the difference.

Life at CanTeen

CanTeen is one of the most highly regarded not for profits in Australia (8th in fact) with one of the most recognisable brands across the country (who doesn't know about the bandanna!). CanTeen is also a finalist in the 2018 Australian HR Awards – Employer of Choice (Public Sector & NFP) Category!

Working for CanTeen is an inspiring, rewarding and purposeful experience that really enables you to be at your best. CanTeen has a passion for all things people, and as well as a range of benefits including 5 weeks of annual leave, additional 3 days of gifted leave over Christmas, dog friendly organisation, flexible working, tax-effective salary packaging scheme, mobile phones and an in-house leadership program, we are continually working on ways to make CanTeen an even better place to work. We have a culture we are proud of, and want to find more people who share our commitment, enthusiasm and passion!

Through our regular staff engagement surveys, we know that CanTeen is fortunate to have one of the most passionate and committed workforces in Australia!



What's this job all about?

Title:

Youth Cancer Services & Clinical Trials Manager

The nuts and bolts:

Full Time, Permanent

Job summary:

This role will oversee the management of **five dedicated hospital-based Youth Cancer Services (YCS)** for adolescents and young adults (AYA) with cancer, conduct national priority projects focused on improving AYA cancer care, and improve access to clinical trials for young cancer patients. The **Clinical Trials Initiative provides funding for clinical research in high lethality cancers** and supports greater access to clinical research for young patients treated through the YCS. To date, it has funded trials focused on Sarcoma, Leukemia, Brain and other advanced cancers and is **driving increased awareness of available trials for AYAs in Youth Cancer Services** and other hospital settings nationally.

As the YCS & Clinical Trials manager you will be responsible for the development and implementation of **strategic plan 2020-2024**. You will be responsible for the clinical trials initiative, **developing relationships** with all partners and stakeholders including hospitals and pharmaceutical companies, overseeing and influencing project partners to **successfully complete project outcomes**. Furthermore you will monitor to progress of research and manage process (**protocol selection process, trial contracts, ethics etc**) as well as managing the **financial** performance.

Is this you:

Qualifications:

- A **tertiary qualification in health, social sciences/policy, business** or other relevant field. Post-graduate qualification desirable.
- At least 4 years experience gained within either Health, Government or Commercial sector ideally with a particular focus on supporting and monitoring major programs, services or projects. Clinical trials experience desirable.
- Creates genuine tangible results **by building lasting relationships with stakeholders**, interacts confidently and employs astute perception with strong listening and questioning skills
- Highly organised and delivers according to deadlines; able to manage the process of implementation by other stakeholders
- Ability to read, understand and **advise on health and policy information** that is complex, detailed and technical
- Strong organisational/project planning and **time management skills**
- Experience in working with/reporting to a Board and/or working at senior levels in an organisation
- Leadership and team management skills and experience

Closing date info:

Applications for this role will close on the **21st August 2019**. Please email written applications with a covering letter addressing the selection criteria and CV by close date to careers@canteen.org.au or apply via our website at www.canteen.org.au/about-us/careers/

Working Relationships

Title: Youth Cancer Services & Clinical Trials Manager

Contract: Permanent, Full-time

Reports To: General Manager, Research & Youth Cancer Services

Direct Reports: Project Officer, Data Officer, Medical Officer

Key Working Relationships: Youth Cancer Services Advisory Groups; senior staff in Federal, State and Territory Government Departments; senior hospital health professionals and managers; pharmaceutical companies; CanTeen staff, in particular research, finance, marketing and communications, members of the CanTeen Executive, Division Managers, Youth Leadership Co-ordinator; other NFP organisations; young cancer patients and their families.

Duties

The YCS & CT Manager will be responsible for:

- Strategic oversight of YCSs across Australia, YCS Advisory Groups, Clinical Trials Advisory group, national projects, external stakeholders.
- Development and implementation of Youth Cancer Services and Clinical Trials Strategic Plan –2020-2024

Implementation of the Youth Cancer Service program and Clinical Trials initiative, including:

- Relationship development with all partners and stakeholders (e.g. state government health departments, pharmaceutical companies, hospitals, national clinical trials groups, ethics committees)
- Oversight of performance of all project partners in delivery of project outcomes
- Working with and influencing project partners to ensure successful implementation
- Being primary liaison between CanTeen and the federal Department of Health, responsible for all reporting from CanTeen to the federal Department of Health
- Management of project progress payments to/from the program/initiative
- Management of contracts with the federal Department of Health and hospitals

Responsibility for the Clinical Trials initiative in:

- all aspects of protocol selection process and trial contracts
- monitoring progress of research throughout the life of the project to ensure delivery of milestones within required timeframes
- managing expedited process for ethics process at all levels – national, state, and hospital

-Finance and risk oversight of the YCS program and Clinical Trials initiative, including financial performance and budget reporting, legal, risk, communications and compliance frameworks.

-Ensuring effective operations and cost-effective use of the organisation's resources.

Duties Continued..

- Preparation of reports for CanTeen Board, federal Department of Health, and YCS advisory groups
- Assistance to the GM R&YCS and CEO in the development and negotiation of funding agreements
- Provision of proactive and evidence-based expert advice and reports to the GM R&YCS to ensure full consideration of YCS and Clinical Trials issues when making decisions/ having discussions with government and hospital senior management
- Positive promotion of CanTeen and YCS via engagement with relevant key sectoral networks and committees
- Working closely with CanTeen colleagues towards achieving YCS and Clinical Trials objectives and programs;
- Engagement and relationship building with other organisations: e.g. Red Kite, COSA, Cancer Australia.

Selection Criteria

Qualifications:

- A tertiary qualification in health, social sciences/policy, business or other relevant field. Post-graduate qualification desirable.
- At least 4 years experience gained within either Health, Government or Commercial sector ideally with a particular focus on supporting and monitoring major programs, services or projects. Clinical trials experience desirable.

Knowledge/Skills:

- Strong communication, interpersonal skills
- Creates genuine tangible results by building lasting relationships with stakeholders, interacts confidently and employs astute perception with strong listening and questioning skills
- Highly organised and delivers according to deadlines; able to manage the process of implementation by other stakeholders
- Develops and maintains strong professional boundaries
- Excellent writing skills
- Ability to read, understand and advise on health and policy information that is complex, detailed and technical
- Anticipates problems and takes initiative to implement necessary action to ensure results are achieved and risks are minimised
- Strong organisational/project planning and time management skills
- Experience in working with/reporting to a Board and/or working at senior levels in an organisation
- Leadership and team management skills and experience

Hours of Work

Due to the nature of CanTeen's work, you will sometimes be required to work weekends and evenings with some inter-state travel from time to time. Advance notice will be given when this is the case, and CanTeen has a flexible working policy that ensures you are able to maintain a healthy work/life balance.

Pre-Employment Checks

As CanTeen's work involves employees being in direct contact with children and young people, employees are required to complete police and working with children checks, relevant to the State in which they will be employed.

CanTeen will conduct at least two reference checks on successful applicants and may also require proof of any professional qualifications stated on an application.

General Information

All employees are required to adhere to CanTeen's Human Resources Policies during the course of their employment.

CanTeen is an equal opportunity employer.

