

# Position Description

<b>Position Title:</b>	First Nations Cancer Reform Project Manager
<b>Reports to:</b>	Clinical Director - Oncology
<b>Department:</b>	Oncology
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	M4018
<b>Code &amp; classification:</b>	Grade 6 (HS6)
<b>Employment conditions:</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025 and GV Health Policies and Procedures (and as varied from time to time)

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The senior project manager role is responsible for the development and implementation of a funded project that aims to co-design and implement culturally safe access, experience and outcomes in cancer care in the Goulburn Valley region for first nations people. This will be achieved by working in partnership with Aboriginal Community-Controlled Organisations (ACCOS), Aboriginal communities and consumer representatives.

Driving system level change to improve equitable access, experience and outcomes in cancer care. Knowledge and understanding of barriers experienced by Aboriginal and Torres Strait Islander people accessing mainstream healthcare services.

This project is due for completion in May 2028 at which time there will be embedded sustainable structures and processes to enhance Aboriginal and Torres Strait Islander cancer care. The project aims to work within the current Victorian cancer service system in this region, to increase treatment participation and survivorship for Aboriginal and Torres Strait Islander cancer patients.

This project involves a partnership between Goulburn Valley Health (GVH), Rumbalara Aboriginal Cooperative (RAC), Border Medical Oncology Research Unit (BMORU), Victorian Aboriginal Community Controlled Health Organisation (VACCHO), Genesis Care, Hume Regional Integrated Cancer Services (HRICS), and Murray Primary Health Network (MPHN).

The applicant will have previous experience working with Aboriginal and Torres Strait Islander organisations and community.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to:**

- Build strengthened and sustained partnerships and trust between cancer services and ACCOs and other stakeholders
- Integrate Aboriginal cancer patient navigator roles and a supporting team within the health service with strong community connections
- Improve cancer care experiences and outcomes among Aboriginal and Torres Strait Islander people affected by cancer, including improved cultural safety and equity of access to cancer services
- Develop and implement the project work plan which outlines key activities, outputs and timelines, and subject to the governance and monitoring of the project steering committee (established)
- Demonstrated experience in project management in Aboriginal and Torres Strait Islander communities
- Work in conjunction with the project lead medical oncologist, additional roles recruited as the project is undertaken that will report to the First Nations Cancer Reform Project Manager
- Work collaboratively with internal and external partnering agencies and communities
- Work collaboratively with internal and external stakeholders to deliver outcomes including reports and publications as per the key project milestones
- Oversee the requirements, data security and integrity and observing confidentiality and private at all times.

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## **POSITIONS REPORTING TO THIS ROLE**

- Project Officer
- Cancer Care Coordinator – Nurse
- Cancer Care Coordinator – Non-Nurse

### **Responsibilities for Management positions:**

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, all Mandatory Training, employment principles and legislative requirements are met and maintained;
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies;
- Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities;
- Provide opportunities for staff to attend mandatory core competencies and monitor compliance;
- Actively recruit and manage all aspects of workforce demands;
- Computer literacy at intermediate level for Microsoft applications;
- Demonstrated business planning, policy, financial and human resources management skills;
- Ensure operational and cultural leadership of Aboriginal workforce
- Access to culturally appropriate supervision and support structures.

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## **KEY SELECTION CRITERIA**

### **Formal Qualification(s) and Required Registration(s):**

- Bachelor level or higher degree in a Health or Allied Health related discipline or Human Resources (or equivalent)

### **Essential:**

- Demonstrated experience working in partnership with ACCOs, Aboriginal community members and consumer representatives

- Understanding of systemic barriers and cultural safety in healthcare
- Experience supporting Aboriginal workforce and/or community led programs
- Project management qualification and experience, including project design experience, process evaluation and data analysis
- Demonstrated ability to build highly functional local partnerships and strengthen existing regional partnerships
- Effective oral and written communication skills
- A positive solution focused attitude, with attention to detail and ability to meet tight and multiple deadlines
- Demonstrated capacity to work autonomously and as part of a team, demonstrating initiative, resourcefulness and ability to efficiently and effectively manage competing priorities.

**Desirable:**

- Post Graduate Qualification in Health / Health Administration / Public Health or experience working in a health care related field
- Ability to build and lead an appropriately trained project team

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## **KEY PERFORMANCE INDICATORS**

**Your performance will be measured through your successful:**

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Promoting and enabling of effective teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Project delivery and governance:
  - Delivery of the project in line with approved work plan, milestones and timelines;
  - Effective governance, including reporting to the project steering committee and key stakeholders;
  - Identification and management of risks, issues and dependencies.
- Partnership and community engagement:
  - Strength and sustainability of partnerships with ACCOs, community and key stakeholders;
  - Evidence of meaningful Aboriginal community engagement and co-design approaches;
  - Positive stakeholder feedback and collaboration outcomes.
- Cultural safety and equity outcomes:
  - Demonstrated improvements in culturally safe access, experience and outcomes in cancer care;
  - Increased participation of Aboriginal and Torres Strait Islander people in cancer services and / or clinical pathways;
  - Integration of culturally responsive practices across service delivery.
- Workforce development and support:
  - Establishment and support of Cancer Care Coordinator roles;
  - Workforce capability development, retention and culturally appropriate support mechanisms;
  - Contribution to a culturally safe and supportive working environment.

- Performance, monitoring and reporting:
    - Timely and accurate reporting against project deliverables and funding requirements;
    - Use of data and evaluation to inform continuous improvement;
    - Contribution to publications, reports and dissemination of project outcomes.
  - Operational and organisational responsibilities:
    - Compliance with budget, workforce management, and organisational policies and procedures;
    - Contribution to a safe working environment, including WHS, quality and risk requirements;
    - Alignment with GV Health values and strategic priorities.
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## **ALL GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

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## **ACCEPTANCE**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not

encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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<b>Clinical Operations</b>	<b>First Nations Cancer Reform Project Manager</b>
<b>Reviewed by:</b>	Clinical Director Oncology, Director First Nations Health, Public Lead, Public Health and Wellbeing Outcomes, RAC, Divisional Operations Director Subacute and Ambulatory Care
<b>Issue Date:</b>	April, 2026

## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

**Application tips:** [Application Tips - GV Health](#)

**GV Health:** <https://www.gvhealth.org.au/about/>

**Child Safety and Wellbeing:** [Child Safety and Wellbeing - GV Health](#)

**Living in Goulburn Valley:** [Goulburn | Regional Living Victoria](#)

**GV Community Connector:** [Community Connector Program for Businesses](#)