

Position Description

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| Position Title | Strategic Manager |
| Position Number | 30101084 |
| Division | Clinical Operations |
| Department | Loddon Mallee Integrated Cancer Services |
| Enterprise Agreement | Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025 |
| Classification Description | Grade 7 |
| Classification Code | HS7 |
| Reports to | Director Cancer Centre |
| Management Level | Tier 3 - Business Manager |
| Staff Capability Statement | Please click here for a link to staff capabilities statement |
| Mandatory Requirements | <ul style="list-style-type: none"> • National Police Record Check • Drivers Licence • Immunisation Requirements |

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Bendigo Regional Cancer Centre

The Bendigo Regional Cancer Centre is a partnership between Bendigo Health and Peter MacCallum Cancer Institute, which brings together Medical Oncology, Haematology and Radiation Oncology treatment and consultative services, with the support of palliative care; allied health; specialist nursing staff; pharmacy; clinical trials; MDM meetings and regional outreach clinics.

The radiotherapy service is provided by Peter Mac and managed by a Site Manager and Clinical Director. Bendigo Health is responsible for radiotherapy nursing staff only.

The Oncology and Haematology Service is provided by Bendigo Health. The unit is a day-stay unit providing a wide range of chemotherapy, hormonal therapy and biological response modifiers and symptom support as well as access to clinical trials.

Integrated Cancer Services:

The Integrated Cancer Services (ICS) are consortia comprising partnerships between health services, providers, researchers and other cancer sector participants to achieve coordinated planning and improvement of cancer services across specified geographic regions in Victoria or for specific population groups. The ICS have an important role in the implementation of key aspects of Victoria's current cancer plan (*Victoria's Cancer Plan 2020-2024*), which seeks to improve cancer outcomes by improving the experience of cancer patients, delivering efficient, quality care supported by data and research, improving outcomes, addressing disparities across population groups, driving innovation and system reform, and ensuring good integration and coordination across service providers.

The ICS are supported by the Victorian Government. The Cancer unit, Department of Health (DH) which manages the state's cancer reform program, has a critical role in respect of the ICS. For more information visit <https://www2.health.vic.gov.au/about/health-strategies/cancer-care/integrated-cancer-services>.

Employing a patient centered approach, the ICS Strategic Manager provides leadership in the implementation of cancer reform and innovation. The ICS Strategic Manager establishes and maintains clinician, consumer and health service engagement at the local level and is responsible for the administration and delivery of the ICS program including planning, coordination and resource management (human and financial) for projects and program activities. At the state level, the Manager is active within the VICS (Victorian Integrated Cancer Services) Network.

Responsibilities and Accountabilities

- As part of VICS, work with the Cancer unit, Department of Health and other ICS to create a state-wide ICS plan
- Work with the ICS Governance Committee and Clinical Director to create a local implementation plan aligned with the state-wide ICS plan
- Work with the ICS Governance committee, Clinical Director and stakeholders to identify, develop and prioritise local projects to improve cancer services across the region
- Ensure LMICS team have systematic supportive relationships with all member organisations and a clear understanding of demographic and cancer related data that inform service improvement opportunities for them and the region
- Ensure local service planning is consistent with the principles and directions of government cancer policy including the Victorian Cancer Plan 2024-2028 and other relevant cancer policies, including local service planning

- Identify, consult and work with other metropolitan and regional ICS, non-government organisations, not-for-profit organisations, government agencies, community and primary care services in developing partnerships for progressing ICS priority initiatives such as the Optimal Care Pathways implementation
- Meet on a frequent basis with the ICS Clinical Director to discuss ICS program implementation (strategies, progress, issues, risks and mitigation/ resolution strategies)
- When requested, represent the Loddon Mallee ICS at all meetings convened by the Cancer unit, DH
- Facilitate engagement of project governance/steering group members and other stakeholders
- Manage program risks and issues and take corrective measures/ escalate in a timely manner to appropriate person/s
- Prepare, monitor and manage the budget in consultation with the Governance committee chair and key finance staff from the host agency
- Ensure MOUs including data agreements with member organisations are current and adhered to
- Conduct recruitment and training of ICS program staff
- Daily management and leadership of the ICS program staff and office
- Maintain awareness of advances in the sector including health/ cancer policy.

Key Responsibilities

| Accountability | Major activities and performance indicators |
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| Leadership | <ul style="list-style-type: none"> • Effective communication of program objectives, goals, and progress to health service executives/management and stakeholders • Regular communication with governance committee, clinicians, consumers, health service department heads and ICS program staff • Proposing and/or advocating for strategies and activities that support innovative approaches to cancer reform and achievement of the ICS vision within the Loddon Mallee region • Representation of the ICS program vision and remit at various forums |
| Strategy | <ul style="list-style-type: none"> • Development of a 2 year rolling plan to implement the state-wide strategy and local initiatives consistent with the Victorian Cancer Plan in consultation with key stakeholders • Opportunities taken to collaborate with other ICS on projects where there are clear benefits for achieving impact at scale |
| Governance | <ul style="list-style-type: none"> • Oversight and maintenance of an effective governance structure for the management of the ICS program via the LMICS Governance Group • Oversight and implementation of appropriate governance processes for identifying, reporting, mitigating and monitoring program risks and controls including timely escalation of risks/issues to the appropriate person/s • Engagement with the appropriate executive, management and operational stakeholders to ensure appropriate authorising and effective governance of any service improvement initiatives |
| Program management | <ul style="list-style-type: none"> • Monitoring the progress of ICS Program office activities against the set objectives and outcomes stated for the ICS (per the ICS Memorandum of Understanding) and other documents issued by DH • Active management and delivery of projects and their interdependencies, to maximise return on investment • Ability to oversight multiple projects and conflicting priorities and new opportunities, ensuring that objectives and quality standards are met • Taking ownership and responsibility for ICS activities, outputs and outcomes |

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| | <ul style="list-style-type: none"> • Preparation and presentation of progress and budget reports to governance committee and Cancer unit, DH • Development/ maintenance of effective record management systems to store and process data, information, and to produce reports in accordance with host agency policies • Administration of financial operations, including planning budgets, authorising expenditures and coordinating financial reporting • Provide effective leadership and direction for ICS management activities ensuring effective and efficient systems, policies, procedures and programs are in place (consistent with fund holder policies), including human resources management, OHS, legislative compliance and business systems management. |
| Stakeholder management | <ul style="list-style-type: none"> • Actions taken to build effective working relationships between health services and other entities, including consumers, relevant to the ICS program of work • Working closely with LMICS member organisations to ensure they have “cancer systems literacy” pertaining to cancer data, referral pathways and service systems for their catchment areas, which may also inform opportunities for service improvements • Direct, open interactions with various key stakeholders, including consumers, to develop and implement cancer reform activities • Identification of issues in common for stakeholders and harnessing of this knowledge to build mutually beneficial partnerships to address local and regional issues • Regular liaison with key stakeholders including Department of Health, other ICS, community and primary care services, non-government organisations, private health services and professional bodies in relation to cancer services and the implementation of the cancer service reforms. |
| People management | <ul style="list-style-type: none"> • Direction, supervision and evaluation of work activities of the LMICS staff that lead to achievement of the ICS outcomes (per the ICS Memorandum of Understanding) • Maintain an appropriate organisational structure with clear delegations and accountabilities • Effectively collaborating and valuing the input of other people • Transparency in all activities and tasks • Co-operatively working as a team member, sharing responsibility and knowledge • Maintaining open communication and a high functioning team culture |
| Change management | <ul style="list-style-type: none"> • Effective use of evidence-based change and quality improvement methodologies (including use of metrics, evaluation and sustainability methods.) • Assessment of change readiness and return on investment/ benefit realisation as part of a project proposal • Timely identification of project risks and their management • Record performance improvements achieved within ICS member agencies and across the region |

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.

Key Selection Criteria

Essential

1. Tertiary qualification in health, public health or related field and/or demonstrated experience in a similar leadership role.
2. Highly developed leadership skills with demonstrated ability to influence thinking, drive change, cultivate strong relationships and facilitate the provision of quality services with a stakeholder and patient focus.
3. People management skills including experience in the development of teams
4. Experience in program management methodologies and techniques including performance evaluation and change management principles, data analysis, research and planning
5. Demonstrated understanding of a hospital/health service environment within a regional and rural setting
6. Experience in quality improvement and risk management
7. Excellent verbal and written communication skills for a range of audiences
8. Demonstrated analytical financial and material resource management skills and an ability to identify and initiate corrective actions to maximise budget integrity and provide advice as required.

Desirable

1. Strong understanding of cancer service provision and policy environment in Victoria

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.

- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.