

Position description

Position title	<i>Governance and Communications Lead</i>		
Department / Division	<i>Paediatric Integrated Cancer Service</i>		
Classification	Grade 6 Year 1 – Grade 6 Year 5 (AO61-AO65)	Employment Status	Part Time to Full-Time Fixed-Term (12 months) 0.8-1.0 FTE
Position reports to	Operational: Program Manager		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

The Royal Children's Hospital
<p>The Royal Children's Hospital (RCH) has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. As a tertiary and quaternary centre, the RCH cares for the most critically ill and medically complex paediatric patients in Victoria. In addition to providing a full range of clinical services, the hospital also supports many health promotion and prevention programs. With more than 6,000 staff, 12 wards and 350 beds, the RCH is the major specialist paediatric hospital in Victoria, and also provides care for children and young people from Tasmania, southern New South Wales and other states around Australia and overseas.</p> <p>We are the state's busiest paediatric Emergency Department, often experiencing more than 300 presentations on any given day. The RCH is committed to working with health services across the state and plays a significant role in many critical state and nationwide services. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time, for the benefit of all Victorian children. The RCH is committed to the safety and wellbeing of all children and young people. Click here for further information on our Commitment to Child Safety: http://www.rch.org.au/quality/child-safety</p> <p>In April 2016, we became the first Australian hospital to implement the world-leading electronic medical record (EMR) and has a strong focus on supporting the successful delivery of the Parkville Connecting Care program – a shared EMR with The Royal Women's Hospital, The Royal Melbourne Hospital and Peter MacCallum Cancer Centre.</p> <p>The RCH is located within the Melbourne Biomedical Precinct, which is home to more than 45 world-class biomedical organisations, with collectively more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region.</p> <p>Further information on the RCH including the new RCH Strategic Plan 2019-21 Great Care, Everywhere is available at www.rch.org.au</p>

Paediatric Integrated Cancer Service (PICS)
<p>The state-wide Paediatric Integrated Cancer Service is funded by the Victorian Government to lead a networked paediatric cancer care system for Victoria. We work collaboratively with the two Victorian primary diagnostic and treatment centres at The Royal Children's Hospital and Monash Children's Hospital, the state-wide paediatric radiotherapy service at Peter MacCallum Cancer Centre, and 9 regional shared care centres.</p> <p>We drive innovation and quality improvement, using data and the best available evidence to set state-wide standards of care, and to support access to innovative treatment options. As a leader and advocate for Victorian paediatric cancer care, we are responsive to the needs of consumers and our partners. We aim to ensure children and adolescents with cancer receive the best care, in the best facility as close to home as possible. Further information on the PICS is available at www.pics.org.au</p>
ROLE PURPOSE

As a collaborative program, PICS has responsibility to communicate with all consumers, partners and governance committee members regularly in addition to submitting formal reporting to the Victorian Department of Health (DH).

Our program of work is aligned to the Victorian Cancer Plan (2020-2024) as well as local health service priorities.

The PICS Governance and Communications Lead has responsibility for core elements of PICS Governance and Reporting to senior executives and external stakeholders in relation to the PICS program of work. This includes regular reporting against the VICS Implementation Plan and PICS Workplan, scheduled Department of Health reports and briefing papers to interested stakeholders.

The role is also responsible for leading the PICS communication strategy focused on communicating with & engaging stakeholders about the achievements of PICS and our partner health services. Consumers, Clinicians, Executive teams and the Victorian Government Department of Health are core PICS stakeholders.

KEY ACCOUNTABILITIES

Governance

- Responsible for preparing papers and taking minutes for the PICS Governance Executive Committee (GEC) and Clinical Management Advisory Committee (CMAC) meetings
- Works in conjunction with the Program Manager to ensure relevant governance actions are communicated within the team and completed in accordance with strict deadlines.
- Maintaining the PICS Workplan with responsibility for communicating the workplan achievements throughout the year and ensuring the report is circulated as per Terms of Reference.
- Establish and foster effective working relationships with internal and external stakeholders.

Communications

- Leading the PICS Communications strategy, focusing on promotion and dissemination of key project achievements and resources to relevant stakeholders
- Identifying opportunities and designing communication strategies to promote engagement of parents and children in the PICS program of work
- Providing advice and guidance to PICS staff in the field of communications and ensure compliance with policies of partner health services and VICS.
- Organising PICS stakeholder and consumer events e.g. PICS Annual Forum
- Developing the Communications capacity within PICS staff members through knowledge sharing and development of procedures to ensure consistent communications.
- Reviewing /proofreading documents and resources produced by the PICS staff including consumer literature, formal publications and educational content
- Responsible for identifying funding opportunities through grants or charitable funding and collaborate in the development of applications/business cases to further the PICS program

Reporting

- Responsible for producing the PICS Annual Report
- Leads the completion of regular Department of Health reporting in collaboration with PICS program staff
- Supporting the Program Manager in the development of briefing papers, performance reports and other mandated reporting for GEC, CMAC and Department of Health

Finance

- Responsible for delivery of events or production of resources within allocated budget
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QUALIFICATIONS AND EXPERIENCE

Essential:

- Tertiary qualifications in a related field along and/or relevant industry experience (e.g. Corporate Governance, Communications, Quality Assurance)
- Proven leadership experience and the ability to work well as a senior team member
- Experience in preparing high level reports and papers for governance committees
- Experience in developing consumer focused content to facilitate consumer engagement in the program
- Experience in developing successful submissions for charity or grant funding
- Experience in managing an allocated budget

Desirable:

- An understanding of the healthcare sector
- Experience in a paediatric or cancer related role would be beneficial
- Experience in events planning in the healthcare sector

Other Requirements:

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

KEY SELECTION CRITERIA

- Demonstrated ability to build and maintain working relationships with key internal and external stakeholders.
- Excellent verbal and written communication skills with the ability to engage a wide range of stakeholders and to compile content suitable for a range of audiences in multiple formats (e.g. print media, website, social media, video)
- Demonstrated ability to work with executive level staff in a large organisation
- Excellent time management and prioritisation skills
- Demonstrated ability to innovate and problem solve
- Demonstrated ability to anticipate requirements and act to achieve positive outcomes

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities

- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, all members of the LGBTQI community and people with disability.

Position description last updated

April 2021