POSITION DESCRIPTION

Cancer Council Australia is the nation’s leading non-government cancer control organisation. It develops and promotes independent, evidence-based policy and information on cancer prevention, detection, treatment and care. It supports our members, the eight state and territory Cancer Councils, to: undertake and fund cancer research; prevent and control cancer; and provide information and support for people affected by cancer.

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Project Manager, Clinical Guidelines Network</th>
<th>STATUS:</th>
<th>12 month contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION:</td>
<td>Sydney</td>
<td>HOURS:</td>
<td>35 hours</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Head, Clinical Guidelines Network</td>
<td>POSITION NO:</td>
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</tbody>
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Organisational context

The position is part of the Clinical Guidelines Network in the Public Policy and Knowledge Management division. The Clinical Guidelines Network’s primary role is to develop evidence–based clinical practice guidelines for health professionals working in cancer care. The aim of clinical practice guidelines is to promote the latest diagnosis and treatment methods including advances and issues in cancer control to health professionals.

Paper-based clinical practice guidelines covering the diagnosis and management of various cancers have been produced by Cancer Council Australia following NHRMC guideline development standards for more than 21 years. In 2010, Cancer Council Australia has moved to wiki-based guidelines with an infrastructure and process in place to keep guidelines current, facilitate online collaboration and engage with external stakeholders on the content.

Role description

The Project Manager, Clinical Guidelines Network is reporting to the Head, Clinical Guidelines Network. The role will be responsible to manage the development and ongoing maintenance of numerous clinical practice guideline projects. From 2010, Cancer Council Australia has transitioned to develop all clinical practice guidelines online on a custom-built wiki platform from the beginning of the process. For all guidelines that were originally developed as print guidelines, the Project Manager is responsible to facilitate the transition to wiki-based guidelines.

Key requirements include managing clinical practice guideline projects with a focus on the content and editorial process, engagement and liaison with multidisciplinary working parties and other expert groups, and additional document development as required (e.g. assistance with grant submissions and progress reports, update of guideline development procedure handbook). The role encompasses continued content management and monitoring on the Cancer Guidelines Wiki site.

Essential to success is the ability to manage the development of multiple clinical practice guideline projects following a rigorous process and methodology, effectively liaise with the Head and Project Officers and Research Assistants, who are conducting the systematic literature reviews, multidisciplinary working parties...
as well as external non-Government and Government bodies to maintain scheduled timelines and achieve guideline completion. After guidelines are released, the Project Manager is responsible to facilitate and monitor the ongoing content updating and review process.

Main challenges

- Project-managing several clinical practice guidelines in various development stages and balancing the demands of multiple long-term projects.
- Excellent communication across a range of internal and external stakeholders and ability to liaise with diverse group medical experts across all cancers, that contribute with their expertise on a volunteer basis.
- Managing the editorial process and version control with high precision in a collaborative, “living” online environment and introducing working in an online environment to various stakeholders with high level clinical expertise, but less familiar working with web-based systems.
- Applying innovative web-based technologies within a rigorous, evidence-based information framework.

Key relationships

- With Head, Clinical Guidelines Network, Project Officers, Clinical Guidelines Network, Chief Executive Officer, Director, Public Policy and Knowledge Management.
- With Chairs and members of Multidisciplinary Guideline Working Parties consisting of medical experts and consumer representatives.
- Public Policy and Knowledge Management team
- With other organisations that collaborate or fund development of a guideline
- With Government bodies such as Cancer Australia, the Health Advisory Unit, National Health & Medical Research Council (NHMRC), Commonwealth Department of Health and Cancer Institute NSW.

Primary accountability

To project-manage multiple clinical guideline projects and ensure Cancer Council Australia’s clinical practice guidelines meet the relevant guideline quality standards.

Key accountabilities

With guidance from the Head, Clinical Guidelines Network:

- Manage allocated guideline projects, develop guideline project plans and collaborate on progress and final reports to government bodies as required.
- Positively engage and liaise with working party members and stakeholders to achieve guidelines completion within scheduled timelines.
- Maintain close cooperation with guidelines working party authors re structure, layout and editing of clinical practice guidelines.
- Manage content development and editorial process for each clinical practice guideline project on the wiki platform and assist expert authors on how to use the wiki platform.
- Coordinate the development of supplementary guideline resources, such as clinical decision pathways and their design using existing (InDesign) templates in coordination with expert authors.

- Coordinate release of draft guidelines for public consultation with Head, Clinical Guidelines Network and coordinate content review resulting from public submissions.

- Ensuring a transparent, complete audit trail is kept and available for each guideline.

- Support clinical practice guidelines originally developed as print publications and facilitate the transition to wiki-based online guidelines.

- In consultation with the Head and Working Party Chairs prepare meeting agendas, draft minutes and distribute all materials to Working Party members.

- Coordinate working party meetings and teleconferences.

- Attend and record minutes of working party meetings and teleconferences for distribution to members for action.

- Provide input in tender proposals to Government bodies and funders as required.

- Commitment to keep up to date with international guideline development best practice.

- Collaborate with the guidelines team to develop innovative processes and strategies for Cancer Council Australia’s guideline development, implementation and revision, support and facilitate adaption of change.

- Reporting any technical issues.

- Respond to and follow up on email and telephone enquiries and provide information on guideline publications and coordinate mail out upon request.

- Contribute to the overall well-being of the organisation, avoid participation in any activity that might be harmful to the good operation, health or reputation of the organisation and support a culture of learning and innovation.

- Be alert to any unsafe practices or environments and take steps to ensure that no staff member or visitor is placed in a position potentially dangerous to themselves or others.

- Other duties as required.

**Financial accountabilities**

- Recording expenses.

**Selection criteria**

**Essential**
- Three years+ experience in project management
- Demonstrated experience with manuscript management, coordinating peer review, proofreading and editing, ideally evidence-based health information
- High level understanding of evidence-based medicine and the process of clinical practice guideline,
systematic review and/or evidence-based health policy development

- Demonstrated ability to manage and coordinate simultaneous long-term projects, managing issues and working towards deadlines
- Ability to effectively liaise with the medical profession, consumers, Government bodies and NGOs and establish strong relationships and project engagement
- Ability to work collaboratively as part of a team
- High-level organizational, written and oral communication skills, including meticulous attention to detail
- Knowledge of print and online information design and layout principles, solid skills in using bibliographic software (Reference Manager, Endnote) and MS Word as well as web-based content management system(s)
- Ability to learn and adopt new software and processes quickly and embrace innovation and change
- Ability to operate in a complex, multifaceted charitable environment
- Alignment with the mission and goals of Cancer Council Australia

Desirable

- Relevant tertiary qualifications in Health, Policy, (Social) Science or Research discipline
- Experience in a similar role.
- Knowledge of the 2011 NHMRC standard for clinical practice guidelines and/or other clinical practice guideline standard
- Experience working with Adobe Creative Cloud products, specifically InDesign
- Previous experience with wikis or other web-based collaboration platforms

Reviewed by: Head, Clinical Guidelines Network
Date: 26/09/2016