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| **Position Title:** | Member, VCCC Cancer Consumer Advisory Committee (CCAC) | | | |
| **Reports To:** | Direct | CCAC Chair | | |
| Indirect | VCCC Consumer Engagement Manager | | |
| **Position Type:** | Consumer Representative | | **Location:** | 305 Grattan Street, Melbourne |
| **End of Tenure Date:** | Three years from commencement date (renewable for a further three years) | | | |
| **Key Relationships:** | Internal | CCAC members, VCCC Heads and Program Managers | | |
| Alliance | CAC members in alliance organisations | | |

**POSITION PURPOSE**

The CCAC member will be an integral part of this committee and thus share, with their CCAC peers, responsibility for the advocacy, leadership, evaluation and continuous improvement of consumer engagement practice in the VCCC. The CCAC Terms of Reference is an important document to accompany this role description.

Incumbents in this role may also choose to take on other consumer engagement roles as VCCC Consumer Representatives, VCCC Consumer Panel members or as members of the VCCC Consumer Network. This role description is specific to their role on the CCAC.

**CONTEXT**

**Vision**

The vision for the VCCC is to save lives through the integration of cancer research, education and patient care. Founded in the holistic principles of the internationally-recognised Comprehensive Cancer Centre model, the Victorian Comprehensive Cancer Centre is a powerful alliance of 10 leading research and clinical institutions with a shared commitment to working together to advance and accelerate cancer research, treatments, preventions and cures.

**Operating Environment**

The VCCC’s multi-site, multi-disciplinary model brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), The University of Melbourne, The Walter and Eliza Hall Institute of Medical Research, The Royal Women’s Hospital, The Royal Children’s Hospital, Western Health, St Vincent’s Hospital Melbourne (including St Vincent's Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children’s Research Institute.

The VCCC has a four-year agreement (2016-2020) with the Department of Health and Human Services to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Research Plan.

**KEY RESPONSIBILITIES:**

* Contribute to the effective functioning of the CCAC through active participation in meetings and in other committee-related communications (including reading and other preparation as required and following up on actions identified in a timely way)
* To undertake all background reading, attend training or seminars and participate in other development activities to support full and active participation in this role
* To be conscious of issues of diversity and representation and actively consider broader views – understanding and being conscious of the nature and limits of your specific personal experience and point of view and to consider a diversity of consumer needs and interests beyond these limits (this may extend to identifying key questions to be answered or population groups whose needs and interests require further understanding/ exploration)
* Communicate with Consumer Advisory Committees (or equivalent) from VCCC member organisations and cancer (and health) control organisations.

**Other Requirements**

* Participate in the evaluation of consumer engagement – formal and informal (interviews, submission of perspectives on experience, participation in group evaluation interviews/discussions as well as routinely providing feedback on the experience of engagement)
* Assist with other tasks/projects as reasonably required
* VCCC is a completely smoke free environment and expects all CCAC members to respect this policy to the fullest degree and with a very mindful approach.

**CONFIDENTIALITY AGREEMENT:**Written declarations of confidentiality will be submitted on appointment to the CCAC and archived by the CCAC secretariat.

**CONFLICT OF INTEREST:**

Written declarations of conflict of interest/s will be submitted on appointment to the CCAC and archived by the CCAC secretariat. This is affirmed at the attendance of every meeting.

**SELECTION CRITERIA:**

**Experience**

* A personal experience of cancer as a patient, a person who has cared for another with cancer, or a family member or friend
* Previous experience as a consumer representative/advocate in the cancer or health field
* Previous involvement in committees or working parties

**Skills**

* Understanding of committee processes and key governance principles and practice
* Well-developed written and oral communication skills
* Excellent problem-solving ability
* Ability to work within a team environment

**Qualifications**

A diversity of professional backgrounds and education levels will be sought for the membership of the CCAC to reflect the wider community affected by cancer,

**The Person**

The following personal characteristics will be highly valued in members of the CCAC:

* + Leadership qualities
  + Persuasive, with the ability to positively influence others and build consensus
  + Comfortable in taking initiative and exercising judgement in resolving matters as they arise
  + Innovative and adaptable in the face of a broad and dynamic agenda
  + Able to deal with competing priorities and effectively manage time
  + Willing to provide feedback, share knowledge and support others

**EQUITY & INCLUSION:**

The Victorian Comprehensive Cancer Centre (VCCC) is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation.

The VCCC makes decisions on employment, engagement, promotion and reward on the basis of merit. We are committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, contractors, appointees, volunteers and partners with a safe, respectful and rewarding environment. This commitment is set out in more detail in the VCCC Equal Opportunity Policy and Bullying Prevention Policy. All staff and contractors are required to comply with VCCC policies.

The VCCC values diversity and uses a range of methods to proactively seek to hear the voices of those who are under-represented in our consumer engagement work. This extends to diversity of cancer experiences, life experiences, age, culture, language, literacy and area of residence.

**TERM:**

This role is for a 3-year term with the opportunity for a single renewal in accordance with CCAC needs and status of committee membership at the time.

**REVIEW PERIOD:**

A six-month review period will be in place for each appointment. At six-months post-appointment, the CCAC member will meet with the Chair to discuss their experience, suitability, the role and/or supports required.