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| **Position Title:** | Consumer Representative, *specify project, committee or initiative* | | | |
| **Reports To:** | Direct | Chair, s*pecify project, committee, interview panel or initiative* | | |
| Indirect | Program manager Program Manager or Head relevant to this project, committee or initiative | | |
| **Position Type:** | Non-staff member | | **Location:** | 305 Grattan Street, Melbourne |
| **End of Tenure Date:** | *Indicate the required time period of the role.*  *If it is anticipated that the role or committee may extend beyond this period, include the statement - may be extended for further terms as required and by agreement.* | | | |
| **Key Relationships:** | Internal | Committee Chair, Project manager, Consumer Engagement Manager/Coordinator, other consumer representatives (buddy or mentor).  *(Provide more specific description of these roles as relevant to the position being recruited)* | | |
| External | *Specify as relevant to the role/committee/project/initiative* | | |

**POSITION PURPOSE**

The VCCC Consumer Representative, *specify project, committee or initiative* will be an integral role bringing the consumer perspective to the table and provide advice and inform our deliberations, direction and decisions. The Terms of Reference for *specify project, committee or initiative* is an important document to accompany this role description.

Incumbents in this role may also have other consumer engagement roles with VCCC such as: member of the CCAC; VCCC Consumer Representative on other committees or projects; or as a member of the VCCC Consumer Panel. This role description is specific to their role as a Consumer Representative on *Specify project, committee or initiative*.

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**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.

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**KEY RESPONSIBILITIES:**

* Contribute to the effective functioning of the *specify project, committee or initiative* through active participation in *meetings/panels and in other project/committee/initiative-related communications* (including reading and other preparation as required and following up on actions identified in a timely way)
* *Insert specific responsibilities that relate to this role (liaison, team member, project/initiative governance, reviewer, advisor)*
* 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).

**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
* *Specify experience that is sought for this role*

**Skills**

* Understanding of committee processes and key governance principles and practice
* Well-developed written and oral communication skills
* Excellent problem-solving ability
* *Specify skills required in this role*

**Qualifications**

* No specific qualifications are required for this role. A diversity of professional backgrounds and education levels will be sought for the membership of the CCAC

**The Person**

* The following personal characteristics will be highly valued in this role:
  + 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
  + *Modify the list above and/or add other attributes that are sought for this role*

**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 *x years/months* term. *If the possibility of renewal, specify this in a statement such as: The term may be extended or renewed in accordance with organisational/committee/ project/initiative needs and with mutual agreement.*

**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.