

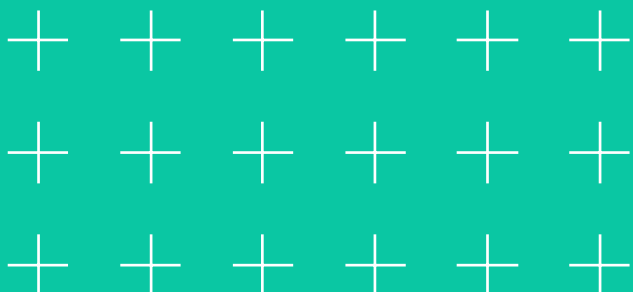


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Project Officer,  
BioGrid Australia**



## THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

## OUR VISION

# Advancing health for everyone, every day.

## THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

### Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

## OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**

# Position Description

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<b>Position Title:</b>	Project Officer
<b>Service:</b>	BioGrid Australia
<b>Location:</b>	The Royal Melbourne Hospital, City Campus
<b>Reports To:</b>	0.6 EFT Medical Oncologist, AGCMC Rare Cancer Portal and Principal Investigator, AGCMC Rare Cancer Portal, Professor Clare Scott 0.4 EFT CEO, BioGrid Australia
<b>Enterprise Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016–2020
<b>Classification:</b>	HS4
<b>Employment Status:</b>	Full Time Fixed Term
<b>Immunisation Risk Category:</b>	Category C
<b>Date of Review:</b>	December 2021

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## Position Summary for Project Officer, AGCMC ARC Portal and BioGrid Australia

The purpose of this role is twofold; 0.6 EFT will provide project support for the AGCMC Australian Rare Cancer Portal (ARC Portal) assisting Portal staff with administration of the ARC Portal online referral system including user management, data entry, liaising with referring doctors and managing electronic patient documentation. The remaining 0.4 EFT of this role will support management of ethics and governance across Australia relating to the BioGrid national data connectivity platform. This role is located in Melbourne within the BioGrid Australia team.

## ABOUT AUSTRALIAN GENOMICS CANCER MEDICINE CENTRE

In mid-2018 the Australian Genomics Cancer Medicine Centre (AGCMC) was awarded \$50 million in funding from the Australian government for the AGCMC Program. The program, developed at the Garvan Institute, matches patients with rare and uncommon cancers to therapies based on their genome information. Originally funded with \$7 million from the New South Wales government, the program has served more than 1,000 patients since 2016.

With new five-year funding that commenced in 2019, patients across Australia with rare or less common cancers are able to access the program through a network of eight cancer centres covering every state and territory of Australia.

The program, through its Molecular Screening and Therapeutics (MoST) clinical trials, matches cancer patients with targeted treatments after comparing their tumour and germline genomes. Patients without a targetable driver of their cancer are offered immunotherapies, and an additional trial develops surveillance protocols for individuals with a genetic risk of cancer.

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The AGCMC Australian Rare Cancer Portal (ARC Portal) is a national virtual centre which coordinates and leads streamlining of rare cancer care in Australia, primarily for rural and regional patients, as well as any metropolitan patients whose treating doctors would like assistance with their care. For these patients, if requested, entry is triaged into the AGCMC MoST program. The Portal also facilitates access to rare cancer research in Australia.

BioGrid is developing and maintaining the ARC Portal under the guidance of the ARC Portal Lead, Prof Clare Scott.

Further information on the AGCMC Australian Rare Cancer Portal is available at <https://www.arcportal.org.au/>.

## **ABOUT BIOGRID AUSTRALIA**

BioGrid Australia Ltd is a not for profit company limited by guarantee. Its members are health services, universities and research institutes that utilise this trusted virtual real-time national data connectivity platform to conduct collaborative multi-site research. BioGrid specialises in real-time linkage of hospital-based and managed clinical treatment outcome, genomic, biospecimen, imaging and patient administration system data.

BioGrid's head office is located at Melbourne Health, which is a major public health provider in Victoria, Australia and is one of the lead organisation members in the BioGrid Australia collaboration.

The BioGrid data platform is a virtual repository of clinical and genetic data sets. Physically located within independent institutions, the data sets can be integrated, searched and queried seamlessly via a federated data integrator. The web-based platform has the capacity to uniquely identify and ethically integrate data collected about an individual across multiple institutions while protecting both privacy and intellectual property.

BioGrid has a unique overarching evergreen collaboration agreement with over 40 institutions (representing over 80 sites across Australia) covering the management of governance, intellectual property, data access, undertaking projects, commercialisation and publications. In addition, BioGrid has ethics approval for its national data linkage platform. This includes systems, methodologies and processes for data linkage, data governance, data privacy, data security and data access in every Australian state and the ACT.

Further information on BioGrid is available at <https://www.biogrid.org.au/>.

### **BioGrid Australia – Our Vision**

Our organisation will be the leading independent platform of choice for clinical and research data collaboration

### **BioGrid Australia – Our Mission**

Accelerate medical insights so that we all have healthier lives by providing researchers with a preferred independent platform offering enduring curated clinical data linkages in a research-ready, privacy-protected and secure manner.

### **BioGrid Australia – Core Values**

Dependable & Innovative  
Trustworthy & Accountable  
Collaborative & Customer Focussed

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## **Key Accountabilities**

### **AGCMC ARC Portal 0.6 EFT**

- Develop a good knowledge of the AGCMC ARC Portal Project and Objectives.
- Support the AGCMC ARC Portal online referral service by:





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## KEY SELECTION CRITERIA

### Formal Qualifications

- Degree in Biomedical Science (or equivalent)

### Essential

- Five years' experience working in a health/biomedical science environment.
- Experience and knowledge of the Health system – both Clinical and Health Services research.
- Experience with preparing and submitting Human Research Ethics Committee applications and reporting.
- Demonstrated high level interpersonal skills (verbal and written) including team, clinician and patient relationship management.
- Excellent organisational, time management and prioritising skills with ability to manage multiple conflicting priorities under pressure.
- Ability to work autonomously under minimal supervision, and in a team environment.
- Self-motivated and directed, with keen attention to detail.

### Preferred

- Knowledge and understanding of Government, hospital and research institute policies, procedures, practices and resources.
- Working knowledge of statistics, optimisation, visualisation and other mathematical techniques for data analysis.

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## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH and BioGrid values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

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## AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.



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**ACCEPTANCE**

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

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Employee Signature

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Employee Name (please print)

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Date

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