Cancer Trials Australia
Position Description

Position Details

Position Title:	**A-CTEC – National Program Lead (Full-time)**
Reports To:	A-CTEC Strategic Lead
Location:	Hybrid role. On-site attendance will be required for meetings held in metropolitan Melbourne, where A-CTEC operations are based.
Key Relationships:	• A-CTEC Strategic Lead • A-CTEC Committees (Steering, Education, Stakeholders) and Working Groups • Academic partners, health services, industry, government agencies, professional associations

About Cancer Trials Australia

Cancer Trials Australia (CTA) is a not-for-profit member-based organisation consisting of 33 clinical sites and 3 medical research institutes across Australia and New Zealand. We support the administration and management of clinical trials across both metropolitan and regional hospitals. We work in close partnership with clinical research sites, Sponsors and Contract Research Organisations to ensure patients can gain access to appropriate clinical trials as quickly as possible. CTA is committed to developing internal talent, and places great emphasis on nurturing a culture of compassion and purpose in the workplace.

About A-CTEC

A-CTEC is a not-for-profit, Australia-wide education Centre, with a dedicated Learning Management System (LMS) hosting a suite of evidence-based, interactive clinical trials education opportunities suitable for a range of learning needs.

Position Purpose

The National Program Lead is accountable for driving ACTEC's education and training excellence and ensuring the delivery of high quality, accessible, and innovative programs that enhance Australia's clinical research capability. This role oversees the operational management of ACTEC's programs and digital platforms, maintaining efficiency, quality assurance, and long-term sustainability. It leads cross team collaboration and external stakeholder engagement, strengthening partnerships across academia, healthcare, industry, and government to advance a coordinated national approach to clinical trials education. The position also plays a key role in implementing ACTEC's strategic priorities, ensuring the Centre remains aligned with national needs and positioned at the forefront of technology enabled learning and workforce development.

Key Responsibilities

1. Educational Program Leadership:

- Design, deliver, and evaluate high-impact educational workshops, online symposiums, and a biannual national conference.

- Lead and coordinate educational content development working groups, ensuring content is evidence-based, engaging, and aligned with adult learning principles.
- Organise and host weekly national webinars, fostering ongoing professional development and knowledge exchange.

2. Learning Management System (LMS) and website oversight

- Lead the development, implementation, and ongoing enhancement of the Centre's LMS and website to ensure a world-class, user-centric learning experience.
- Oversee the LMS and website administrator teams, providing guidance on system updates, troubleshooting, and continuous improvement.
- Ensure the LMS and website support a diverse range of educational offerings including courses, workshops, webinars, and conferences.

3. Committee Engagement

- Represent ACTEC on relevant committees, ensuring strong communication and alignment across its operational, governance, and advisory structures.
- Provide updates, insights, and feedback to support informed committee discussions and decision-making.
- Translate committees' priorities and directions into actionable plans for A-CTEC programs and operations.
- Facilitate alignment of education, operational, and strategic initiatives through active participation and contribution to committee processes
- In conjunction with the Strategic Lead, prepare and present regular reports and, updates, for A-CTEC governance and advisory structures.

4. Stakeholder Engagement and Network Building

In conjunction with the Strategic Lead:

- Establish and maintain strong, collaborative relationships with national key stakeholders across the clinical trials ecosystem, including academic institutions, health service providers, industry partners, and government agencies.
- Promote A-CTEC's mission and activities nationally, enhancing its profile and impact.

5. Team Leadership and Oversight

- Supervise and mentor the LMS Administrator, delegating tasks such as meeting minute-taking, LMS/website content editing, and management of social media/communications.
- Foster a positive, productive, and innovative virtual team culture.

6. Strategic Reporting and Planning

- Report regularly to the strategic lead on A-CTEC activities, progress against strategic goals, and ongoing developmental plans.
- Contribute to A-CTEC's long-term strategy, ensuring sustainability and responsiveness to sector needs.

Experience, Skills and Knowledge

Experience:

- Postgraduate degrees in health sciences and health management/leadership.
- Demonstrated experience in clinical trials or clinical research settings within Australia and strong knowledge of the Australian clinical trials regulatory landscape.
- Experience in leading teams, managing projects, and coordinating multidisciplinary working groups.

Skills & Knowledge:

- Proven track record in adult education, curriculum development, and facilitation of professional learning.
- Advanced understanding of learning management systems (e.g. Moodle, Canvas), and content creation software (e.g. Articulate).
- Exceptional skills in building and maintaining professional networks across diverse stakeholder groups.
- Outstanding written and verbal communication skills, including experience in delivering presentations, workshops, and webinars.
- Experience in organising large-scale virtual events or conferences.
- Experience in social media and science communication.

Our Values

All CTA staff are expected to actively support and demonstrate our organisation values in all work activities and interactions.

Shared Purpose

Integrity

Collaboration

Adaptability

Compassion

Acknowledgment

Employee Name: Date:

Employee Signature:

Manager Name: Date:

Manager Signature: