

POSITION DESCRIPTION

Position Title	Medical Oncologist – Clinical Trials & Cancer Research
Reports to (Title)	Director of Research Operations
Group Director/Chief	Group Director, Cabrini Research
Department	Cabrini Research, Clinical Trials Unit
Position Location	183 Wattletree Rd, Malvern VIC 3144
Award/Agreement	Salary & Conditions in accordance with Contract of Employment
Delegation of Authority Level	N/A

Position Summary & Role Purpose

The Medical Oncologist – Clinical Trials & Cancer Research will play a leading role in the design, initiation and conduct of clinical trials at Cabrini, with a particular focus on early-phase and investigator-initiated studies. The position provides clinical, scientific and strategic leadership to ensure high-quality, patient-centred trial activity that aligns with Cabrini Research priorities and complies with regulatory requirements, including ICH GCP and the National Clinical Trials Governance Framework.

In addition to driving excellence in clinical trials, the role contributes to the broader cancer research program through collaboration, mentorship, education and the development of innovative research initiatives. The appointee will work closely with multidisciplinary teams, research staff and academic partners and consumers to strengthen Cabrini’s translational research capability, support emerging research programs, and enhance the integration of research into clinical care.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Leadership and management

- Provide strategic leadership for Cabrini’s clinical trials program, with a focus on early-phase and translational cancer research.
- Work collaboratively with the Director of the Cabrini-Monash University Department of Medical Oncology to strengthen and expand cancer research capability.
- Contribute to organisational strategy, research planning and decision-making to advance Cabrini Research priorities.
- Oversee the development, implementation and evaluation of research programs, ensuring alignment with institutional goals and emerging scientific opportunities.
- Build and sustain productive internal and external research partnerships that enhance trial activity, innovation and impact.
- Promote the dissemination and translation of research findings to clinical teams, academic partners and external stakeholders.
- Maintain expert knowledge of contemporary cancer research, clinical trials governance and emerging trends to guide program development.
- Ensure compliance with Cabrini Research policies and SOPs, research ethics, regulatory requirements, risk management and best-practice research standards.
- Represent Cabrini Research in professional forums, networks and stakeholder engagements as required

1.2 Operational Responsibilities

- Provide clinical leadership for all aspects of clinical trial conduct, acting as Principal or Associate Investigator across Cabrini’s trial portfolio.

- Ensure all research activities comply with institutional policies, HREC requirements, research governance processes, and applicable federal, state and local regulations.
- Oversee and support research staff, including the trials managers and trial coordinators, to ensure high-quality trial conduct and participant care.
- Lead fair, ethical and equitable participant recruitment, ensuring clear communication of risks, benefits and trial requirements.
- Ensure timely safety reporting of adverse events in line with NHMRC and sponsor requirements.
- Maintain responsibility for clinical care provided to trial participants, including management of study-related adverse events.
- Ensure participants' primary physicians are informed of their involvement in clinical trials where appropriate.
- Oversee informed consent in human research, ensuring consent processes are ethical, participant-centred, appropriately documented, and support voluntary, informed decision-making.
- Maintain accurate, complete and secure clinical trial documentation, data and primary materials, enabling appropriate access for audit and review.
- Facilitate publication, presentation and dissemination of research findings, ensuring appropriate authorship and acknowledgement of contributors.
- Engage respectfully with First Nations people, workforce, and communities to support culturally safe, inclusive and community-led research and clinical trial practices.
- Actively partner with consumers, carers, and community representatives as integral members of the research process, ensuring their lived experience informs the design, conduct, and translation of research.
- Participate in education and training activities, including Monash University teaching programs and supervision of medical oncology registrars.

1.3 Resource Management

- Adherence to the Cabrini code of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter
- Act in accordance with Cabrini Research policies in order to protect the rights, safety and welfare of research participants
- Support patient and family carer involvement in their own research participation through abidance with the Australian open disclosure policy and charter of healthcare rights.
- Agrees to comply with policies and guidance of Cabrini Research to perform the roles and responsibilities of an investigator in accordance with the National Clinical Trials Governance Framework (NCTGF), ensuring Cabrini meets or exceeds its compliance obligations.

1.4 Contributes to the achievement of professional expertise for self and direct reports through:

- Adheres to mandatory training requirements, including GCP and Research Integrity.
- Maintenance of ongoing personal professional development/continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

1.5 Private Practice at Cabrini Hospital

- Treatment of patients at Cabrini Hospital, both Malvern and Brighton
- Abide by the Code of Conduct for Doctors in Australia written by the Australian Medical Council *Good Medical Practice* (the code), which describes what is expected of all doctors registered to practise medicine in Australia. It sets out the principles that characterise good medical practice and makes explicit the standards of ethical and professional conduct expected of doctors by their professional peers and the community.
- Abide by the Australian Medical Association *Code of Ethics*, the *Declaration of Geneva* and the *International Code of Medical Ethics*, issued by the World Medical Association.

- Provide the highest quality of care to all patients referred to the practice.
- Commit to excellent, evidence-based medical oncology care.
- Understand and apply the key principles of risk minimisation and management in all aspects of medical practice.
- Demonstrate concern with clinical standards, outcomes, effectiveness, and audit to improve the quality of healthcare.
- Keep accurate, up-to-date and legible medical records and timely communication, both verbal and written to medical colleagues also involved in the care of OCV patients.
- Participate in multidisciplinary care and attend relevant multidisciplinary meetings.
- Demonstrate respect for medical colleagues, other health care professionals, and all staff of OCV and affiliated hospitals.
- Contribute to the education and training of junior medical staff, medical students, and nurses.
- Participate in ongoing medical education programs designated by the College of Physicians and other relevant professional groups.
- Provide medical cover for the other doctors and participate in weekend cover rosters
- Maintain your own health and wellbeing, including seeking an appropriate work–life balance.

2. Work Health and Safety

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini’s work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure define the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high-quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

4. Child Safety

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

Organisational Relationships

- Reports directly to the Director of Research Operations and Group Director, Cabrini Research
- Maintains a close collaborative working relationship with staff of the Cabrini Monash University Department of Medical Oncology.

Committee Membership

The Medical Oncologist – Clinical Trials & Cancer Research will participate as a member of the following committees:

- Relevant external committees as a representative of Cabrini
- As directed by the Director of Research Operations or Group Director, Cabrini Research

Staff Development

The Medical Oncologist – Clinical Trials & Cancer Research will demonstrate a commitment to personal and professional development of self and staff by:

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

Key Competencies

The Medical Oncologist – Clinical Trials & Cancer Research must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- Member of the Royal Australasian College of Physicians

Registration

- Current medical registration
- Current indemnity insurance
- Current Good Clinical Practice (GCP) certificate
- Current FRACP certification as training supervisor

Experience

- Extensive experience in the clinical management of patients with cancer, with demonstrated expertise in integrating research and clinical care.
- Proven leadership experience within a clinical or research setting, including the ability to guide multidisciplinary teams and support high-performing research staff.
- Demonstrated experience in the conduct of clinical trials, ideally including early-phase or investigator-initiated studies.
- Strong track record of research productivity, including publications in leading peer-reviewed journals and contributions to impactful translational research.
- Successful history of securing competitive grant funding and contributing to the development of research programs.

- Experience fostering collaborative partnerships with clinicians, researchers, academic institutions, industry partners and other stakeholders.
- Proven ability to communicate complex scientific and clinical concepts clearly to diverse audiences, including governance committees, donors, academic partners and clinical teams.
- Demonstrated capability in research governance, ethical conduct, and adherence to regulatory and institutional requirements.
- Experience mentoring junior clinicians, research staff and trainees, and contributing to a positive learning culture.
- Strong organisational and project management skills, with the ability to manage competing priorities, meet deadlines and support organisational change.

Knowledge

- Comprehensive knowledge of cancer biology, tumour types and contemporary oncology practice.
- Deep understanding of clinical research methodology, including trial design, conduct, monitoring and reporting, with insight into early-phase and translational research.
- Strong knowledge of clinical trials governance, ethics, regulatory frameworks and the National Clinical Trials Governance Framework.
- Familiarity with emerging trends in oncology, precision medicine, immunotherapy and novel therapeutic development.
- Well-developed understanding of research funding mechanisms, grant processes and pathways for translating research into clinical practice.
- Strong awareness of national and international cancer research networks, academic partners, industry sponsors and key stakeholders.
- Knowledge of effective strategies for engaging multidisciplinary teams, collaborators and consumers in research.
- Understanding of culturally safe research practices, including engagement with Aboriginal and Torres Strait Islander peoples in clinical trials.

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment/ Employment Agreement

Cabrini Mission, Values and Behaviours that Matter

Our mission

WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO

We provide excellence in all our services and work to identify and meet unmet need.

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us

- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity

We believe in the power of hope to transform people’s lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God’s all-inclusive love
- We look for the good in each other and recognise each person’s contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

Behaviours that matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change

We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour
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We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

APPROVAL

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role



Authorised: _____
Group Director, Cabrini Research

_____**1/6/2026**_____
Date