



**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
every day.**

Could this be you?

**Join the Royal
Melbourne
Hospital team**



Position Description

**Project Officer, Australian Rare Cancer
Portal**

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.

Advancing health for everyone, every day.

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.

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

Position Title:	Project Officer, Australian Rare Cancer Portal
Service:	BioGrid Australia
Location:	Jane Bell House, Royal Melbourne Hospital, City Campus
Reports To:	CEO, BioGrid Australia, Maureen Turner and Allison Bourne, Ethics, Governance & Privacy Manager, BioGrid Australia
Enterprise Agreement:	3. Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification:	HS4
Employment Status:	Part-time
Immunisation Risk Category:	Category C
Date of Review:	November 2025

POSITION SUMMARY

Position Purpose

The Project Officer position for the Australian Rare Cancer Portal (ARC Portal) is a part-time role to provide project co-ordination for the ARC Portal. Project co-ordination will be overseen by the BioGrid and ARC Portal leadership teams to ensure the funded 4-year program meets its objectives and contractual obligations.

Day to day support provided by the Project Officer includes assisting with grant administration and reporting and administration of the ARC Portal online referral system including user management, data entry, liaising with referring doctors and managing electronic patient documentation.

This role will need to work collaboratively with BioGrid and ARC Portal leaders and partners as well as referring doctors and their support staff, ARC Portal research fellows, and data and technical staff to support the ARC Portal virtual referral service. Project management of grant milestones in consultation with ARC Portal and BioGrid leadership will be critical for the 4-year funded program's success.

About the Australian Rare Cancer Portal

In July 2025, BioGrid Australia (BioGrid) was provided further funding from the Australian Department of Health and Aged Care to support the ongoing operation of the ARC Portal and expansion into Queensland and other underserved jurisdictions including NT, SA and WA.

Further information about the ARC Portal is available at arcportal.org.au

BioGrid Australia – Our Vision

Be the leading platform of choice for clinical and research data collaboration

Accelerate medical insights for our communities by providing researchers with a secure platform offering curated and linked privacy-protected clinical data

Dependable & Innovative Trustworthy & Accountable Collaborative & Customer Focussed

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 linkage platform to conduct collaborative multi-site research. BioGrid specialises in real-time linkage of hospital-based and managed clinical treatment outcome, genomic, biospecimen 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 sites while protecting both privacy and intellectual property.

BioGrid is managing this expansion phase of the ARC Portal, including contracting for all required resource to operate the ARC Portal as well as host, manage and further develop the ARC Portal web application and database to integrate with other data systems, under the guidance of the Portal lead, Prof Clare Scott.

Further information on BioGrid is available at biogrid.org.au.

- Develop a good knowledge of the ARC Portal Project and Objectives including the expansion into Queensland.
- Support the ARC Portal online referral service by:
 - Providing ARC Portal user administration and data entry as directed;
 - Liaising with referring doctors including uploading and managing electronic patient document from referring doctors;
 - Assisting with patient queries and consent, as required;
 - Supporting the ARC Portal Medical Oncologist and Research Fellows as required;
 - Preparing communications (for distribution by email, newsletter and social media) in collaboration with the ARC Portal team and BioGrid Communications Specialist; and
 - Organising and administering ARC Portal project meetings including several speciality project sub-groups.
- Assist with the development of the ARC Portal's evaluation outcomes to ensure sufficient data collection to enable analysis of outcomes.
- Ensure ARC Portal Ethics and Governance approvals are maintained with amendments to be prepared and submitted as required.
- Assist with the development and review of ARC Portal practices, policies and procedures utilising Confluence and JIRA.
- Provide project management support to BioGrid and ARC Portal leadership in documenting and communicating grant deliverables and progress against them.
- Assist with the preparation of ARC Portal presentations and reports to stakeholders and funders including preparing statistical reports.
- Develop expertise in understanding database development and usage, with assistance.
- Strengthen high quality collaborations between project partners including BioGrid Australia, Rare Cancers Australia, Cancer Alliance Queensland, Princess Alexandra Hospital, Sunshine Coast University Hospital and others to facilitate referrals of ARC Portal patients.
- Ensure patient privacy and data security best practise policies are documented, implemented and followed.
- Perform other related project duties as required by BioGrid and the ARC Portal leadership.

Internal

- ## External

- Medical Oncologists at ARC Portal Patient Recruitment Sites including Sunshine Coast University Hospital and Princess Alexandra Hospital
- Clinical teams at ARC Portal Patient Recruitment sites including Sunshine Coast University Hospital and Princess Alexandra Hospital
- Cancer Alliance Queensland
- Rare cancers consumer association, Rare Cancers Australia

Formal Qualifications

- Degree in Biomedical Science (or equivalent)

Essential - Technical

- Five years' experience working in a health/biomedical science environment.
- Experience co-ordinating projects from both documentation and resource perspectives
- Experience with preparing and submitting Human Research Ethics Committee applications and reporting.

Essential – Non-Technical

- 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 initiate and maintain cooperative relationships with clinical researchers from diverse backgrounds and levels of seniority.
- Ability to work autonomously under minimal supervision, and in a team environment.
- Self-motivated and directed, with keen attention to detail.

Desirable

- Experience and knowledge of the health system – both Clinical and Health Services research.
- 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.

Your performance will be measured through your successful:

- Demonstration of RMH, BioGrid and ARC Portal values
- Achievement of program 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

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, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- 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.

Our Commitment

Equity, Inclusion, Belonging and Safety

- As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.

First Nations Commitment

- We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

Child Safe Standards

- RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

Equal Opportunity and Accessibility

- We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

Thriving Together

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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.

Employee Signature

Employee Name

Date