

Position Title:	Comparative Planning Co-ordinator
Location:	SAHMRI, North Terrace
Reports To:	Finance Director, Australian Bragg Centre for Proton Therapy and Research
Department:	Australian Bragg Centre for Proton Therapy and Research

Purpose and Scope of the Position

The Australian Bragg Centre for Proton Therapy and Research is currently under construction and will be Australia's first proton therapy centre. The purpose of this role is to provide leadership in and contribute to the establishment of a comparative planning service at the Australian Bragg Centre for Proton Therapy and Research prior to the commencement of clinical operations. The scope of the role will include co-ordination of and participation in a proton/photon comparative planning service.

Reporting to the Finance Director of the Australian Bragg Centre for Proton Therapy and Research (ABCPTR), the position will also work closely with all members of the ABCPTR team including Radiation Oncologists, Medical Physicists, Radiation Therapists, Registry Project Managers and Project Executives.

One or more comparative planning radiation therapists may report to this role.

Key Responsibilities

The specific duties include:

- Co-ordinating the referral pathway for comparative planning at the ABCPTR
- Co-ordinating the MBS billing logistics for comparative planning at the ABCPTR
- Working with the Registry Project Manager to establish workflows for the storage of comparative planning DICOM data in the ABCPTR ProKnow database
- Generating proton/photon comparative plans
- Co-ordinating multi-disciplinary team meetings to review comparative planning cases
- Co-ordinating one or more part-time comparative planning radiation therapists
- Training radiation therapists in proton therapy concepts
- Engage in Continuing Professional Development activities to meet AHPRA requirements
- Work within the legal, ethical and professional framework provided by AHPRA.
- Participating in proton therapy treatment planning research studies
- Ensure the effective management of data processing operations within the unit through appropriate planning and allocation of resources to achieve agreed business and strategic plans.
- Liaise with managers and members of the multidisciplinary teams of contributors regarding project planning and maintenance of effective work relations.
- Participate in special projects to continuously improve processes, tools, systems and organisation.
- Take reasonable care to protect his / her own health, safety and welfare at work
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

Special Requirements

- Some out of hours' work may be required.
- DCSI Employment Screening and Police Checks may be required

PERSON SPECIFICATION

Qualifications

Relevant degree in medical radiation sciences or equivalent
Registration with the Australian Health Practitioner Regulation Agency

Experience, Knowledge and Skills

- At least 10 years' experience as a clinical radiation therapist
- Experience in the field of proton therapy
- Experience with treatment planning of advanced radiotherapy techniques
- Experience in establishing new radiation therapy services
- Demonstrated experience in establishing, maintaining and reviewing systems, practices, protocols, policies and procedures.
- Excellent verbal and written communication skills
- Ability to delegate, negotiate and manage conflict
- Possess a high level of interpersonal skills
- Ability to work well in a team
- Ability to work autonomously or under limited direction.
- Ability to plan and deliver training and assessment.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun