



Melanoma  
Research  
Victoria  
Together, we can cure

## Melanoma Research Victoria Consumer Reference Group Position Description

<b>Position Title:</b>	Member, MRV Consumer Reference Group		
<b>Reports To:</b>	Direct	MRV-CRG Chair	
	Indirect	MRV Manager; MRV Clinical Data Manager; MRV Chief Investigator; MRV Governance Committee	
<b>Position Type:</b>	Consumer Representative	<b>Location:</b>	305 Grattan Street, Melbourne
<b>End of Tenure Date:</b>	Three years from commencement date (renewable for a further three years)		
<b>Key Relationships:</b>	Internal	CRG members; PRG Members; MRV Governance Committee; MRV Researchers	
	Alliance	MRV Governance Committee; MRV Researchers	

### POSITION PURPOSE

Melanoma Research Victoria is a research cohort providing an invaluable resource for melanoma researchers locally, nationally and internationally. MRV has an embedded Consumer Reference Group (CRG) committee to advocate for and enhance melanoma research, ultimately aiming to improve patient outcomes.

The CRG member will be an integral part of this committee and shares, with their CRG peers, responsibility for the advocacy, leadership, evaluation and continuous improvement of consumer engagement practice in MRV. The CRG Terms of Reference is an important document to accompany this role description.

### CONTEXT

#### Vision

MRV is a quality melanoma research resource with consumer expertise, recognised for enabling superior collaborative research to improve outcomes for melanoma patients sooner.

#### Operating Environment

MRV's multi-site, collaborative model brings together the research strengths of: Peter MacCallum Cancer Centre; the Olivia Newton-John Cancer Research Institute, Austin Health; the Victorian Melanoma Service, Alfred Hospital; Border Medical Oncology; and the Skin Health Institute. The Peter MacCallum Cancer Centre is the lead site and assists MRV with financial and business matters. The MRV Governance Committee, which consists of representatives from all MRV sites and the CRG, oversees the running of MRV and the ethical use of its resource materials.

#### **KEY RESPONSIBILITIES:**

- Contribute to the effective functioning of the CRG through active participation in meetings and in other committee-related communications (including preparation as required and following up on actions identified in a timely way)
- To undertake background reading, attend training or seminars and participate in other development activities whenever possible to support full and active participation in this role
- To contribute to the development of melanoma research proposals via project review meetings and reports. Ongoing research project relationships are encouraged when and if projects appeal to individuals.
- To be conscious of issues of diversity and representation and actively consider broader views – understanding and being conscious of the nature and limits of your specific personal experience and point of view and to consider a diversity of consumer needs and interests beyond these limits
- Communicate and engage with the MRV Committees, and cancer (and health) control organisations.

#### **Other Requirements:**

- Participate in the evaluation of consumer engagement – formal and informal (interviews, submission of perspectives on experience, participation in group evaluation interviews/discussions as well as routinely providing feedback on the experience of engagement)
- Assist with other tasks/projects as reasonably required
- Represent the CRG as required.
- Attend a minimum of 60% of meetings either on site at Peter MacCallum Cancer Centre or via Zoom. The CRG meets approximately 6 times per year with flexible scheduling, agreed upon via group consensus.

#### **CONFIDENTIALITY AGREEMENT:**

Signed declarations of confidentiality are required to be submitted prior to attending a CRG meeting. Executed Agreements are archived by the MRV Manager or deputy.

#### **CONFLICT OF INTEREST:**

Written declarations of conflict of interest/s, if required, will be submitted on appointment to the CRG and archived by the MRV Manager or deputy. This is to be affirmed at the attendance of every meeting.

#### **SELECTION CRITERIA:**

##### **Experience**

- A personal experience of cancer as a patient, a person who has cared for another with cancer, or a family member or friend
- Previous involvement in committees or working parties

### Desired Skills

- General understanding of committee processes and key governance principles and practice
- Well-developed written and oral communication skills
- Excellent problem-solving ability
- Ability to work collaboratively, respectfully and within the spirit of consensus
- An understanding of how individual CRG members can best reflect the interests and broad perspectives of other melanoma consumers
- Previous experience as a consumer representative/advocate in the cancer or health setting

### Qualifications

A diversity of professional backgrounds, education levels and ages will be sought for the membership of the CRG to reflect the wider community affected by melanoma.

### The Person

The following personal characteristics will be highly valued in members of the CRG:

- Leadership qualities
- Persuasive, with the ability to positively influence others and build consensus
- Comfortable in taking initiative and exercising judgement in resolving matters as they arise
- Innovative and adaptable in the face of a broad and dynamic agenda
- Able to deal with competing priorities and effectively manage time
- Willing to provide feedback, share knowledge and support others

### EQUITY & INCLUSION:

Melanoma Research Victoria (MRV) is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation.

MRV sites make decisions on employment, engagement, promotion and reward on the basis of merit. They are committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, contractors, appointees, volunteers and partners with a safe, respectful and rewarding environment. This commitment is set out in more detail in staff policies and Patient Charters (eg. [Patient Charter | Peter MacCallum Cancer Centre](#)) at each site. All staff and contractors are required to comply with respective site policies.

MRV values diversity and uses a range of methods to proactively seek to hear the voices of those who are under-represented in our consumer engagement work. This extends to diversity of cancer experiences, life experiences, age, culture, language, literacy and area of residence.

### INDUCTION:

CRG members are recruited from MRV clinics via recommendations from MRV staff and or clinicians.

An initial interview with the CRG Chair and MRV Manager determines if individuals are interested in joining the CRG.

Enthusiastic people are asked to sign a confidentiality agreement. Conflicts of interest should be declared in writing at a similar time. Individuals are then invited to attend the next CRG meeting.

Training will be provided over time but it is expected that existing CRG members and MRV staff will assist the new members in the interim.

Individuals will be provided with a link to the MRV Consumer Registry to fill in their personal details.

**TERM:**

This role is for a 3-year term, with the opportunity for renewal in accordance with: the MRV Terms of Reference; the CRG's needs; and the status of the committee's membership at the time.

The Chair will discuss renewals with each member as their third year anniversary approaches. MRV recognises that some members may need to temporarily step aside or resign from their position for personal or family reasons.

**REIMBURSEMENT & REMUNERATION:**

The MRV Governance Committee has agreed to remunerate MRV consumers in recognition of specified activities that contribute to melanoma research, as of October 1<sup>st</sup> 2021. A new policy for payment is currently being developed with MRV and the CRG. Once ratified, a quarterly system will be instigated to capture consumer activities and requests for reimbursement and remuneration.

Car parking vouchers are available from MRV staff for consumers attending onsite meetings at PeterMac. Other out-of-pocket expenses can be claimed via the submission of receipts or invoices.

If you are interested in becoming a MRV consumer, please get in touch:

**Sonia Mailer, MRV Project Manager**  
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