

Position Description

Cancer Prevention Coordinator

Who we are: We are Tasmania's leading cancer charity working to reduce the incidence and impact of cancer on all Tasmanians. Through advocacy and research, supportive care programs and services, and the delivery of prevention education resources and programs, we are here for all Tasmanians regardless of location and the type of cancer diagnosis.

Our Vision: A cancer-free future

Our Values: Generosity, Integrity, Collaboration, Courage, Innovation

Hours of Work	0.6 FTE – three-day week or equivalent
Salary and Conditions:	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010 Level 5 (salary packaging is available).
Location:	The role is located at the Cancer Council Tasmania (CCT) offices at 15 Princes Street, Hobart, Tasmania with local community travel required. This role will require occasional intrastate travel and flexibility in working days / hours may be required from time-to-time.
Position Summary:	The Cancer Prevention Coordinator (Southern Region) develops, implements and evaluates evidence-based cancer prevention strategies by engaging with the community and key stakeholders including government and non-government organisations, schools, workplaces and advocacy groups.
Reporting:	This role reports directly to the Manager Cancer Prevention. The role has no direct reports.
Qualifications and Skills:	This role requires a combination of experience, expertise, and competence sufficient to perform the duties required at this level. Tertiary qualifications and relevant experience in health promotion, public health, health science, or similar.
Personal Attributes:	This role requires a relationship-builder and self-motivated person who possesses exceptional time-management skills, high-level interpersonal skills

	(including public speaking, group session delivery and stakeholder communication) and the ability to work autonomously and as part of a team.
Organisational Responsibilities:	<ul style="list-style-type: none"> • Maintain expert knowledge of current cancer prevention evidence and emerging trends to effectively contribute to achieving CCT's Cancer Prevention Strategic Plan objectives. • Collaborate with the cancer prevention team in the development, implementation and evaluation of evidence-based cancer prevention strategies and programs across a diverse range of settings. • Identify, develop and foster strategic partnerships with relevant stakeholders including government and corporate partners, community and other non-government organisations, to deliver targeted cancer prevention strategies that meet community needs. • Assist with developing compelling, evidence-based cancer prevention communications and resources to be used across a range of platforms (print materials, electronic news, social media, digital content) in line with the communications strategy. • Work collaboratively across CCT to embed cancer prevention messaging across all organisational activities, ensuring a coordinated approach. • Represent CCT on state and national committees, working groups and coalitions. • Undertake other duties as defined by the Team Leader Cancer Prevention to support broader organisational objectives.
Selection Criteria:	<ol style="list-style-type: none"> 1. Demonstrated experience developing, implementing and evaluating health promotion strategies, initiatives and programs. 2. Proven high level interpersonal skills, and ability to engage with stakeholders ranging from internal staff, community and government organisations, schools, workplaces and corporate partners. 3. Ability to work autonomously with minimal supervision while also excelling as a collaborative team member. 4. Demonstrated experience managing a diverse portfolio of projects to meet objectives and timelines.

Essential Requirements:	<ul style="list-style-type: none"> • Tertiary qualifications in health promotion, public health, health science, or similar. • The ability to work autonomously and provide self-direction • Demonstrated experience in actively engaging with stakeholders and consumers from diverse backgrounds • Systems based skills using Microsoft and Outlook essential, with additional skills in Canva and Dynamics 365 (CRM) an advantage. • A current valid driver's license. • Currently hold or the ability to obtain a working with vulnerable people check. • A minimum of two years working within the community, government or health sector. • Ability to commit to Cancer Council Tasmania objectives and values.
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Competency Framework – Cancer Prevention Coordinator			
Personal Attributes		Relationships	
Adapt and Respond to Change		Communicate Effectively	4
Display Resilience	3	Commitment to Customer Service	4
Act with Integrity	4	Reliability	4
Manage Self	4	Work Collaboratively	4
Results		Business Support	
Deliver Results	3	Finance	1
Plan and Prioritise	4	Technology	3
Think and Solve Problems	3	Project Management	2
Demonstrate Accountability		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 – Foundational	
Time management	4		
Evaluation & reporting	3		
Strategic thinking	3		
Responsive to feedback	3		
Adapt to change	2		

It is agreed that these are the primary requirements for the position of the Cancer Prevention Officer. However there is an expectation that this position may perform, or learn other duties, as required by Cancer Council Tasmania.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and their direct report therefore the entire document will be considered during any performance assessment.

Employee Signature _____ Date _____

Cancer Prevention Coordinator

Employer Signature _____ Date _____

Manager Cancer Prevention