

Position Description

Cancer Prevention Officer (Fixed Term)

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	0.4 FTE fixed term to end Aug/Sept 2026 (two days per week or equivalent) with some flexibility in scheduling across the week to meet varying program demands and community engagement opportunities.
Salary and Conditions:	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010 Level 4 (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 will be required.
Position Summary:	The Cancer Prevention Officer will deliver evidence-based cancer prevention messaging by engaging directly with Tasmanians through education sessions, presentations and community events.
Reporting:	This role reports directly to the Team Leader Cancer Prevention. The role has no direct reports.
Qualifications and Skills:	This role requires a combination of experience and competence sufficient to perform the duties required at this level. Tertiary qualifications in health promotion, public health, health science, or similar field (or near completion of degree) OR equivalent community engagement experience, with demonstrated ability to deliver presentations and/or education sessions.

Personal Attributes:	This role requires a self-motivated person with strong interpersonal skills (including public speaking) with a genuine passion for public health, and a natural ability to connect with diverse audiences. They will also possess exceptional time-management skills and will be comfortable working autonomously and as part of a team.
Organisational Responsibilities:	• Deliver informative and engaging cancer prevention education sessions in community settings, tailoring content to diverse audiences including schools, businesses and community groups. • Engage at relevant expos and events identified to align with strategic goals, providing cancer prevention information and promoting CCT's programs and services. • Work closely with CCT staff to embed cancer prevention messages across all organisational activities and programs. • Assist with the development of evidence-based resources, materials and communication content to support prevention activities. • Support program evaluation through data collection and feedback gathering to assess community engagement effectiveness. • Provide administration, IT and logistical support for prevention activities including stakeholder liaison. • Other duties as defined by the Manager Cancer Prevention.
Selection Criteria:	1. Strong communication and interpersonal skills, and ability to professionally engage with stakeholders ranging from internal staff, community and government organisations, schools, workplaces to the general public. 2. Demonstrated ability to work autonomously with minimal supervision, with flexibility to adapt to changing priorities and work schedules and respond to community requests in a timely manner. 3. General understanding of health promotion project planning, delivery and evaluation. 4. Ability to translate health information into accessible, engaging content for various audiences.

	5. Genuine passion for cancer prevention, with cultural sensitivity, and commitment to engaging respectfully with diverse communities.
Essential Requirements:	• Tertiary qualifications in health promotion, public health, health science, community services or similar field (or near completion of degree) OR equivalent community engagement experience with demonstrated ability to deliver presentations and/or education sessions to varied audiences. • The ability to work autonomously and provide self-direction. • A current valid driver's license. • The ability to obtain a working with vulnerable people check. • Ability to commit to Cancer Council Tasmania objectives and values.

Competency Framework – Cancer Prevention Officer			
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	2		
Strategic thinking	1		
Responsive to feedback	3		
Adapt to change	3		

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 Officer

Employer Signature _____ Date _____

Manager Cancer Prevention