

## POSITION DESCRIPTION

*Cancer Council Australia is the leading national non-government cancer control organisation. We develop and promote independent, evidence-based policy and information on cancer prevention, detection, treatment and care. We support our members, the eight state and territory Cancer Councils, to: undertake and fund cancer research; prevent and control cancer; and provide information and support for people affected by cancer.*

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| <b>JOB TITLE:</b>   | Digital Producer, Cancer Navigation Service | <b>DIVISION:</b>                           | Navigation Program                                   |
| <b>LOCATION:</b>    | Sydney                                      | <b>STATUS:</b>                             | Fixed Term   |
| <b>REPORTS TO:</b>  | Digital Product Owner                       | <b>HOURS:</b>                              | 35 hours per week                                    |
| <b>AWARD:</b>       | Award Free                                  | <b>AWARD:</b> <input type="checkbox"/> YES | <b>AWARD:</b> <input checked="" type="checkbox"/> NO |
| <b>POSITION NO:</b> | CCA-EXE-19-2026                             | <b>LAST UPDATED:</b>                       | December 2025  |

### Organisational context

As Australia's leading cancer charity, Cancer Council unites the community, provides support, invests in research and saves lives. We are proud to work across all stages of the cancer journey from prevention to end of life.

Cancer Council Australia's key strategic priority areas are research, prevention, support, policy, advocacy and sustainability.

The Cancer Navigation Service ("the Service") is a key component of the Australian Government's Australian Cancer Nursing and Navigation Program (ACNNP). This national initiative is enhancing and expanding Cancer Council's existing information and support services to provide more timely, equitable, and culturally safe access to information, navigation, and support for anyone impacted by cancer. The project aims to integrate, strengthen, and digitalise navigation pathways, offering new ways for people to connect with support that best meets their needs now and into the future.

### Role description

We are looking for a highly skilled and detail-oriented Digital Producer with CMS experience to work on an exciting new cancer website for people affected by cancer and healthcare professionals.

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Sitting inside the Website stream, the role will ensure content is migrated into the new site, on Optimizely CMS, in an efficient, timely manner in line with ambitious release sprints. The role will ensure accuracy and comprehensiveness are maintained, taking on board feedback from subject matter experts across other project streams.

The role will work with others to identify opportunities to improve the user experience, liaise with content teams about content gaps and ensure readiness for subsequent service releases. The role may also contribute to Cancer Council's approach to promoting the site across its many digital channels.

The Digital Producer will uphold standards of UX, accessibility, performance and SEO across site content to ensure the site provides the best experience for people navigating cancer care in Australia.

To be successful, you should be a motivated, proactive, and creative producer who is comfortable working to tight timeframes, both independently and as part of a broader team.

We offer a competitive salary with generous salary sacrificing options, flexible working conditions and a real work/life balance. What's even better, every day you will be playing a key role in helping us save lives and end inequalities when it comes to cancer prevention and support.

## Primary Accountabilities

### Digital Content Migration

- Ensure content is uploaded according to a defined content model, site map and project timeline
- Format, upload and manage images and other media files as required to maintain performance and accessibility
- Manage internal and external linking across site content
- Contribute to content release plans and coordinate content releases throughout the project cycle

### Design and development

- Make basic graphic design updates when required
- Make basic HTML and CSS code updates
- Work with other stakeholders to refine copy as required to suit the new platform

### Quality control

- Conduct continuous testing and participate in scheduled QA/UAT/accessibility testing sprints
- Implement rapid fixes to content, HTML or CSS where required
- Work with content authors to ensure output maintains Cancer Council's standards for accurate cancer information, accessible to all

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- Work with Content Strategist to ensure content supports strategy, search engine optimisation and AI optimisation

### Other Accountabilities

- Closely collaborate with colleagues within the Website Stream and across other streams as required
- Working with external design & development agency when required
- Manage tickets and report on progress towards project milestones

### Main Challenges

- Tight delivery timeframes within an ambitious digital transformation program
- Supporting multiple project priorities with parallel timelines
- Delivering a high volume of content efficiently during peak periods
- Adapting to an expanding product scope as the project progresses

### Key Relationships

**Reports to:** Product Owner – Web and Portal.

**Works with:**

- Product Owner – Web and Portal
- Content Strategist
- Development team (external agency)
- Specialists from Knowledge and Platform Streams

### Selection Criteria

**Essential:**

- Demonstrated experience managing web content via a Content Management System, such as Optimizely, SiteCore, Kentico
- Proven ability to work at a fast pace to ensure project delivery timelines are met
- Excellent attention to detail
- Ability to work with a wide range of colleagues - sharing your expertise, assimilating the expertise of others and taking direction when required
- Ability to balance competing demands and prioritise accordingly

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- Basic HTML and CSS skills
- Experience with image editing for web publishing
- Basic understanding of accessibility standards for online content
- Experience conducting website testing across devices

**Desirable:**

- Experience in the not-for-profit or public health sector.
- Technical knowledge of CMS systems or SEO
- Experience with content personalisation

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| <b>APPROVED BY:</b> | CEO | <b>Date:</b> 07/01/2026 |
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