

POSITION DESCRIPTION

Cancer Council Australia (CCA) 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.

JOB TITLE:	Director, Cancer Control Policy	STATUS:	Permanent Full Time
LOCATION:	Level 2, 320 Pitt Street, Sydney	HOURS:	Salaried Role – nominal 35 hours per week but out of hours work is expected
REPORTS TO:	Chief Executive Officer	POSITION NO:	CCA-POL-01-2021

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.

Cancer Council Australia's flagship policy document is the *National Cancer Control Policy*, which sets the direction and priorities for cancer control in Australia across prevention, early detection, cancer treatment and care, and health systems and populations. Our broader work in cancer control focuses on promoting greater equity in cancer prevention and outcomes, improving system performance, and promoting the delivery of optimal care for all Australians.

Role description

The Director Cancer Control Policy is a member of the Cancer Council Australia Executive Team reporting to the Chief Executive Officer and working in collaboration with other executive members to achieve the organisation's purpose and deliver its strategic objectives.

The Director leads the Cancer Control Policy Division working with the Division leadership team to ensure the development of evidence-based policy, strengthening Cancer Council Australia's national policy and advocacy activities, strengthening our reputation and influence with Government, and national external stakeholders, and positioning Cancer Council as the trusted voice of cancer control in Australia. The position is expected to fulfill a national leadership role in cancer control, provide strategic advice to the CEO, have the capacity to be a media spokesperson, and to deputise for the Chief Executive Officer in public forums.

The Director Cancer Control Policy manages a small team who engages with the Cancer Council Federation through both national committees and in working with subject matter experts, and provides expert advice and support to other teams within Cancer Council Australia to maintain an evidence-based and prioritised approach to ensure Cancer Council has the greatest capacity to influence the delivery of cancer control policy, research, treatment and care to reduce the impact of cancer in Australia.

Primary accountabilities

- Oversee the development of cancer control policy positions in collaboration with Cancer Council's national committees.
- Develop and execute CCA's strategic objectives for cancer control including policy and government relations.
- Develop and execute CCA's government relations strategy, and advocate for national policy positions to foster the uptake of cancer control policy across national Government and non-Government agencies.
- Lead nurture and grow a high-performing team and cultivate an environment of high trust, collaboration & accountability
- Build and foster productive relationships with Government and Government agencies to increase CCA's influence and recognition as the leaders in cancer control policy and advocacy
- Represent Cancer Council in public, at conferences and meetings, and in the media.
- Monitor and analyse emerging developments, debates and evidence in cancer control to identify opportunities and need for policy or advocacy responses.
- Monitor the policy and legislative environment and assess the potential impact of changes for cancer control.
- Identify and develop funding proposals and grant applications to attract investment in the policy and related work of CCA and provide contract management of successful grants.
- Build and foster productive working relationships with other public health, cancer control and community organisations.

Other accountabilities

- Ensure Divisional KPIs are achieved
- Support CCA's role in national research coordination and grant funding
- Evaluate and report on the impact of policy advocacy strategies and activities.
- Support the CEO's office in responding to public complaints and questions.
- Key contributor to CCA Executive and role model to all CCA teams
- Build strong, collaborative relationships across CCA and the Federation role-modelling CCA Values and behaviours that cultivate high trust, respect and high performance

Financial accountabilities

- Ensure financial accountability for the budget allocated to the division
- Financial management of any grants received by the division
- Support the chairs of national Committees in managing committee budgets

Main challenges

To achieve the mission of leading in the development of national cancer control policy, CCA must adopt professional, integrated communication and stakeholder relationships, and pursue a proactive government

relations strategy which clearly deliver its messages to targeted groups.

- Effective representation and advocacy with leaders in federal government and regulatory bodies.
- Strategic alliances with complementary national peak bodies.
- Strategic relationships with community groups.
- Active engagement in public debate on all questions related to cancer control.
- Consistent of messaging across Cancer Councils
- Prioritisation of cancer control activities
- Proactive public relations programs that promote CCA policies which impact on cancer control.
- Agreeing the balance between risk and proactive public messaging

Key relationships

The Director, Cancer Control Policy leads a team focused on evidence-review, policy development, advocacy and government relations. The Director and team will work collaboratively within CCA, the Cancer Council Federation and across stakeholders, including:

- CCA CEO and Executive Team
- CCA Board of Directors
- Cancer Council CEO Forum
- Directors of Cancer Prevention, Policy and Cancer Information and Support in state/territory Cancer Councils
- Cancer Council Committees, state and territory policy and advocacy staff and subject matter experts
- Other national organisations in public health, cancer control, chronic disease and related topics
- Consumer organisations
- Government Department of Health, Ageing and Disability and other Central Agencies, and Ministerial Staff
- Members of Parliament and their staff.

Selection criteria

The successful candidate for this role will be a self-motivated and committed individual with a track record of influence and standing in health-related public policy.

Essential

- Demonstrated experience in evidence-based policy development including high-level evidence review and analysis, particularly in public health and policy development
- Demonstrated ability to develop and sustain productive and collaborative stakeholder relationships
- Demonstrated experience in managing and developing a high performing team
- Strong leadership capabilities with ability to work under limited direction
- High level communication and interpersonal skills with a track record of negotiating and influencing a diverse range of stakeholders

- Demonstrated experience in government relations and advocacy
- Tertiary qualifications in health, science, policy or a related field
- Understanding of and commitment to the not-for-profit sector

Desirable

- Media training and experience
- Previous experience or great understanding of cancer control or public health
- Grant writing and publication skills

Reviewed by:	CCA CEO	Date:	Date Updated Feb 2026
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