



Director, Commercial & Corporate Services

Candidate Information Pack

About Cancer Council Australia

Cancer Council Australia is the nation's leading non-government cancer control organisation. We unite the eight state and territory Cancer Councils to deliver evidence-based policy, advocacy, prevention, support services and research investment. Our work spans every stage of the cancer journey, ensuring that no one faces cancer alone.

Our strategic priorities include:

- Cancer research
- Policy and advocacy
- Prevention and early detection
- Sustainability and organisational excellence
- Information and support for people affected by cancer

Role Overview

The Director, Commercial & Corporate Services is a key member of the Executive Team, reporting directly to the Chief Executive Officer. This role provides strategic and operational leadership across Cancer Council Australia's commercial, financial and corporate services functions, ensuring the organisation is well governed, financially sustainable and operationally effective.

The Director works closely with the CEO, Board and Board Committees to support organisational strategy, planning and performance, and holds the statutory role of Company Secretary. The position plays a critical role in strengthening governance, risk management, compliance and financial stewardship across the organisation and the broader Cancer Council Federation.

The role leads the Commercial & Corporate Services Division and works collaboratively with member Cancer Councils, external partners and service providers to support shared outcomes and maximise impact.

Key Responsibilities

Strategic Leadership

- Provide strategic direction and leadership across finance, corporate services and commercial functions
- Partner with the CEO to support organisational strategy, planning and performance
- Provide trusted advice to the Executive, Board and Board Committees on financial, governance and risk matters
- Hold the statutory position of Company Secretary, supporting strong governance and decision-making

Financial Management and Sustainability

- Lead financial management, budgeting, forecasting and reporting
- Oversee preparation of Board and Committee papers, including FRAC and Governance Committees
- Ensure effective stewardship of donor and member funds to maximise impact
- Support sustainability through effective resource planning and financial oversight



Risk, Governance and Compliance

- Lead the development and maintenance of enterprise risk management frameworks
- Strengthen regulatory compliance maturity across the organisation
- Identify and manage high-consequence risks, including cyber security
- Ensure compliance with relevant legislation, policies, codes and standards

Commercial, Corporate and Operational Oversight

- Oversee procurement, contract management, legal and licensing arrangements
- Provide oversight of IT, property and facilities, and outsourced service providers
- Lead continuous improvement in systems, processes and ways of working
- Support effective federation-wide approaches to project and risk management

Federation and Stakeholder Engagement

- Build and maintain strong relationships with member Cancer Councils
- Lead negotiations related to member subscriptions and commercial arrangements
- Engage effectively with external partners, auditors, licensees and service providers
- Strengthen collaboration across the Federation

People Leadership

- Lead and develop a high-performing Commercial & Corporate Services Division
- Foster a culture of inclusion, psychological safety and continuous improvement
- Support capability development and strong performance outcomes

Key Selection Criteria

Essential

- Relevant tertiary qualifications and CPA or CA qualification
- Extensive senior executive experience in finance, corporate services or commercial leadership roles
- Strong governance capability with experience supporting Boards and Board Committees
- Demonstrated expertise in financial management, strategic planning, risk management and corporate governance
- Outstanding leadership skills with a track record of building and leading high-performing teams
- Highly developed interpersonal, negotiation and influencing skills
- Ability to operate effectively in complex, federated or multi-stakeholder environments

Desirable

- Experience in the not-for-profit or purpose-driven sector
- Postgraduate qualifications (MBA or similar)



Recruitment Process

Stage 1: Application Review

The selection panel will assess applications against the key selection criteria.

Stage 2: First Interview

Shortlisted candidates will be invited to a behavioural and capability-based interview.

Stage 3: Final Interview

Finalists will meet with the CEO and/or Executive panel.

Stage 4: Referees and Pre-Employment Checks

Referees will be contacted, followed by standard employment checks.

Stage 5: Offer

The successful candidate will be contacted with a formal offer.

****All enquiries can be directed in writing to Purposehr@cancer.org.au**