

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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| JOB TITLE: | Director of Engagement National Cancer Navigation Service Project | DIVISION: | CEO Office |
| LOCATION: | Sydney | STATUS: | Fixed Term to 30 June 2027 |
| REPORTS TO: | CCA CEO | HOURS: | 35 hours per week |
| AWARD: | Non-Award | AWARD: <input type="checkbox"/> YES | AWARD: <input checked="" type="checkbox"/> NO |
| POSITION NO: | CCA-EXE-10-2025 | LAST UPDATED: | |

Organisational context

Cancer Council Australia (CCA) is the national voice for cancer control, uniting the eight state and territory Cancer Councils to deliver evidence-based policy, advocacy, prevention, and support programs. CCA works across the entire cancer continuum to ensure no one faces cancer alone.

The Cancer Navigation 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

The Director of Engagement National Cancer Navigation Service Project is an Executive strategic leadership and engagement role, and a key representative of Cancer Council's National Cancer Navigation Service Project. The position leads a national stakeholder engagement strategy to surface needs, risks and opportunities (including priority populations) and brings those insights into program decision-making via the Program Director, PMO and governance forums. It does not own implementation or delivery.

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The Director of Engagement will play a visible and influential role in shaping national conversations around cancer navigation, representing Cancer Council in high-level forums and as a key national spokesperson as delegated and briefing the CEO where their influence is required. This role fosters strategic relationships that support long-term sustainability and future investment.

The Director of Engagement is pivotal in ensuring cohesive, consistent, and collaborative engagement across government, ACNNP partners, and the broader cancer sector with a key focus on engagement with priority population groups outlined in the Australian Cancer Plan.

This newly created position will work collaboratively with the Head of First Nations Strategy and Engagement to ensure strategic alignment, cultural safety, and First Nations governance principles are upheld in all engagements.

This position will work closely with the Program Director and PMO team (including the Senior Engagement Officer) who are responsible for developing high quality communication materials and day to day management of the Stakeholder Engagement Plan. The Director of Engagement provides priorities and insights; the PMO owns day-to-day plan management.

Primary Accountabilities

Strategic leadership

- Refine and implement a national stakeholder engagement strategy, including identification of priority stakeholders, aligned with project deliverables and the governance cadence.
- Oversee the design and delivery of engagement plans tailored to diverse stakeholder groups.
- Provide expert advice to the CCA CEO, Project Sponsor and Program Director on stakeholder insights, risks and opportunities to inform program design and decisions.
- Respond to planned and reactionary opportunities to promote the service (media, conferences, sector forums) as delegated, ensuring consistent national messaging.
- Lead the engagement interface (not delivery) by compiling insights and submitting them to the Program Director for assignment to stream PMs; delivery accountability remains with the Program Director.
- Support alignment with the 10-Year Australian Cancer Plan by cultivating cross-sector partnerships and ensuring alignment with national cancer control priorities and intersecting programs.
- Support CCA's leadership profile and future readiness for Commonwealth contracts by demonstrating mature stakeholder engagement, system coordination, and alignment with national reform.

National representation

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- Represent Cancer Council nationally as delegated; brief and prepare the CEO where their influence is required.
- Build and maintain strong relationships with key national stakeholders including, Commonwealth DoHAC, ACCNP partners, government agencies, peak bodies, industry leaders, and community organisations.
- Advocate for policy and program initiatives that can foster program success, consistent with governance-approved scope and decisions.

Stakeholder engagement & management

- Lead stakeholder engagement across the Federation, fostering a culture of trust and transparency, inclusivity, authenticity and collaboration.
- Provide advice to the Program Director on key project deliverables requiring stakeholder input, including priority populations.
- Provide advice to the PMO to develop priority population best practice frameworks, inclusivity and training tools.
- Lead/Commission stakeholder satisfaction and engagement evaluation, using insights to inform continuous improvement and demonstrate impact to funders and partners.
- Manage complex stakeholder issues and facilitate resolution through diplomacy and strategic communication, escalating to the Executive Sponsor where required.

Explicit Out of Scope

- Holding delivery authority for program streams, schedules, budgets or service releases.
- Authoring or approving design/implementation artefacts beyond providing input and recommendations.
- Running change implementation, operational mobilisation or state/territory roll-out activities.

Other Accountabilities

Cultural Safety, Equity & Inclusion

- Ensure all services are designed and delivered in ways that are culturally safe, inclusive, and accessible.
- Actively champion engagement with priority populations (First Nations, CALD, LGBTQIA+, rural and remote communities, and people with disabilities).
- Uphold First Nations governance principles in all program work.

Main Challenges

- Complex problem solving within a federated environment

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- Working across a broad range of tasks simultaneously
- Working with a complex internal and external stakeholder networks
- Improving the efficiency and effectiveness of team systems and processes
- Working to tight timelines

Key Relationships

Position reports to the Chief Executive Officer

Position works closely with the following roles at Cancer Council Australia:

- Program Management Office (team)
- Chief Operating Officer
- Director of Cancer Control Campaigns & Communications
- Director, Cancer Control Policy
- Cancer Council Australia staff

In addition:

- Program stakeholders
- Cancer Council Committees
- Cancer control sector
- Federal Government

Selection Criteria

Essential:

- Proven experience leading national, strategic stakeholder engagement in cancer control or complex health, with demonstrated impact on policy/program decisions.
- Comprehensive understanding of the lived experience of cancer and the support needs of people affected by cancer
- Proven ability to represent the organisation confidently and effectively in media environments, including television and radio
- Exceptional interpersonal and communication skills, with demonstrated ability to influence and negotiate at senior levels.
- Experience representing organisations in national forums and stakeholder interactions.
- Strategic thinker with the ability to translate complex issues into clear, compelling narratives and evidence-based recommendations.
- Demonstrated leadership experience, including team management, conflict resolution and cross-sector collaboration.

Desirable:

- Tertiary qualifications in health, communications, public policy, business, or a related field.
- Experience in a national or multi-jurisdictional health organisation.
- Strong understanding of government and health / cancer sector.
- Familiarity with stakeholder engagement frameworks and evaluation methodologies.

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Values & culture fit

- Commitment to integrity, transparency, and inclusive engagement.
- Passion for driving positive social or sectoral impact.
- Collaborative and adaptable leadership style.

APPROVED BY:

Chief Executive Officer

Date: August 2025

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