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.

JOB TITLE:	Head of Government and External Relations	**DIVISION**	Cancer Control Policy
LOCATION:	Canberra, ACT	**STATUS:**	Permanent
REPORTS TO:	Director Cancer Control Policy	**HOURS:**	28 hours per week
POSITION NO:	CCA – POL – 03 - 2021	**LAST UPDATED:**	June 2021

Organisational Context

The Head of Government and External Relations sits within Cancer Council Australia's Cancer Control Policy team, who are responsible for ensuring Cancer Council's public position is evidence based and has the greatest capacity to influence the delivery of cancer control policy, research, treatment and care to reduce the impact of cancer in Australia.

The Cancer Control Policy Team works with the Cancer Council's National Committees, the Cancer Council Australia Campaigns and Communication Division, the Clinical Oncology Society of Australia, other specialist cancer charities and organisations, consumer groups, other external stakeholders and Government Relations staff across the Federation to achieve its remit. The team is responsible for the development and promotion of evidence-based cancer control policy to the Australian Government and the wider community, working collaboratively with our members, the eight state and territory Cancer Councils.

Role Description

The role is a senior member of the Cancer Council Australia team and will be our eyes and ears in Canberra as we seek to strengthen policy and advocacy activities, amplify our influence across Government, and position Cancer Council as the trusted voice of cancer control in Australia.

This role is responsible for advocating for strong public policy positions and building productive relationships between Cancer Council Australia and senior members of the Federal Government, policy developers and influencers, opinion leaders and other key stakeholders to effectively advocate

our policy positions and advocacy priorities. The role also includes developing partnerships with key health organisations and interested parties.

Primary Accountabilities

- Establishing and building upon constructive relationships with key contacts including with government, opposition, cross benches, ministerial offices, advisors and other thought leaders.
- Identifying opportunities to influence governments to make policy, legislative and/or funding decisions that will improve cancer control in Australia and the region.
- Creating opportunities to promote Cancer Council's perspectives and build consensus relating to cancer control policy with key stakeholders on matters of mutual interest.
- Developing advocacy tools and policy briefings for Cancer Council activity to influence key stakeholders.
- Supporting the development and execution of comprehensive national advocacy strategy on identified priorities.
- Actively participating in external working groups and strategic alliances to advance policy issues of mutual interest.

Other Accountabilities

- Organising meetings and policy forums with government officials and other stakeholders, including research on participants, preparation of agendas, briefing Cancer Council participants and follow-up from meetings.
- Work with the Director, Cancer Control Policy and, as directed, other senior members of the Cancer Council Federation on specific projects which include or relate to priority policy issues, initiatives and programs integral to Cancer Council's strategy.
- Build and maintain strong and effective relationships with Cancer Council staff from across the Federation.
- Any other duties that may be required to meet the needs of the business.

Main Challenges

To achieve the goal of leading in the development of national cancer control policy, Cancer Council Australia must nurture professional, integrated communications and stakeholder relationships, which clearly deliver its messages to targeted groups. The main challenges for this role include:

- Effective representation and advocacy with leaders in the federal government, its departments, agencies and regulatory bodies.
- Prioritising cancer control policy asks and supporting advocacy activity, balancing a proactive advocacy agenda with remaining responsive and open to opportunity.
- Developing strategic alliances with complementary national peak bodies.
- Building strategic relationships with aligned organisations and consumer groups.
- Active engagement in public debate on all questions related to cancer control.
- Ensuring consistent of messaging across Cancer Councils.

Key Relationships

The role reports to the Director Cancer Control Policy and is a member of the Cancer Council Australia leadership team.

This role works collaboratively within Cancer Council Australia, the Cancer Council Federation and across stakeholders, including:

- Members of the federal government, opposition, cross benches, their policy advisors and staff.
- Government department and ministerial staff.
- Subject matter experts from across the Cancer Council Federation, including national committee members, researchers, policy and advocacy staff.
- Other national peak bodies in cancer control, chronic disease, public health and healthcare organisations.

Selection Criteria

Essential:

- Relevant tertiary qualification and/or proven experience in a similar or related field.
- Sound knowledge of Australian policy environments including a strong understanding of political imperatives and governmental processes.
- Experience and a history of successful engagement in political advocacy.
- Demonstrated understanding of theories, processes and strategies of effective advocacy for change.
- Excellent interpersonal, communication, collaboration and negotiation skills with demonstrated success in engaging diverse stakeholders and experience working with cross-functional teams.
- Excellent written and verbal communication skills, with experience in preparing content suitable for multiple and varied audiences and channels.
- Excellent presentation and representation skills.
- Understanding of and commitment to the not-for-profit sector and an alignment with the purpose and goals of Cancer Council Australia.

Desirable:

- Experience working in government, ministerial offices or a similar role.
- Knowledge of cancer control and/or public health.
- Charity sector experience.

Approved by:	Chief Executive Officer	**Date:**	June 2021