

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, Cancer Care Policy	DIVISION:	Cancer Control Policy
LOCATION:	Sydney	STATUS:	Full time negotiable, contract
REPORTS TO:	Director, Cancer Control Policy	HOURS:	35/week negotiable
AWARD:	Award Free	AWARD: ☐ YES	AWARD: ☒ NO
POSITION NO:	CCA-POL-11-2022	LAST UPDATED:	27/09/2022

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 core business includes the development of cancer control policy to support its mission of a cancer free future. The Cancer Control Policy team works with several internal and external stakeholders to develop and promote evidence-informed cancer control policies to the Australian Government and the wider community.

Role description

The Head of, Cancer Care Policy sits within the Cancer Control Policy Division in the Cancer Care Policy Team. The Head of, Cancer Care Policy develops and maintains Cancer Council Australia's policy resources and recommendations on issues related to cancer care and complements the work of the Head of, Public Health Policy. Key requirements of this role include preparing national responses to consultations, providing guidance on cancer care content, collaborating with stakeholders from diverse cancer control backgrounds, and leading projects to improve cancer outcomes.

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Primary Accountability

Engage a wide range of stakeholders to develop and maintain national public policy on cancer care related issues to ensure Cancer Council public policy is informed and promotes Cancer Council's position as a leading voice on cancer control.

Other Accountabilities

- Lead the development of policy on issues relevant to cancer care.
- Identify opportunities to communicate and advocate Cancer Council Australia cancer care policy priorities, including leading the development of submissions.
- Work closely with a diverse range of stakeholders from clinical organisations and societies, and from across the Cancer Council Federation.
- Manage the implementation of policy projects to support reduce the burden of cancer.
- Support the development of accurate public messaging and content on cancer care related issues.
- Monitor emerging issues on cancer care related issues and identify opportunities for Cancer Council to be a leading voice on cancer control.
- Lead, nurture and develop members of the Cancer Care Policy team

Main Challenges

- Producing high quality and persuasive written material such as briefing documents, academic papers, submissions, policy statements, and writing in an easily understood, succinct style and format for a range of audiences.
- Understanding the health system and regulatory arrangements for the delivery of cancer care in Australia in order to inform policy recommendations.
- Utilising multiple sources of evidence to ensure public policy recommendations are balanced and informed by evidence.
- Working with a diverse group of internal and external stakeholders, including health professionals.
- Autonomously coordinating and prioritising activities to meet deadlines.

Key Relationships

Position reports to the Director, Cancer Control Policy.

Position has direct management of one to three roles.

Position works closely with:

- Director, Cancer Control Policy.
- Cancer Control Policy team members.
- Chief Executive Officer, Clinical Oncology Society of Australia, and project staff.
- Cancer Council Australia Communications team.
- Colleagues across the Cancer Council Federation.

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Selection Criteria

Essential:

- High-level writing skills, particularly for the health and medicine sectors.
- Demonstrated understanding of health and science literature.
- Proven capacity to work with multiple stakeholders, including health professionals.
- Understanding of the principles of evidence-based health policy.
- Experience in writing and editing 'plain English' policy documentation.
- Ability to work under limited direction.
- Project management experience.
- Highly developed organisational skills.
- High-level interpersonal skills.
- Understanding of the ethos of not-for-profit organisations.

Desirable:

- Tertiary qualifications in health, science, communications, or a related field.
- Experience in a similar role.

APPROVED BY:	Director, Cancer Control Policy	Date:	January 2024
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