

## 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.*

<b>JOB TITLE:</b>	Integrated Engagement & Enablement Officer	<b>DIVISION:</b>	Navigation Program
<b>LOCATION:</b>	Flexible	<b>STATUS:</b>	Until June 2027
<b>REPORTS TO:</b> <b>WORKS CLOSELY WITH:</b>	Director of Engagement Head of National Programs Change Manager Marketing Manager First Nations Design Lead Program Delivery Manager Program Stream teams	<b>HOURS:</b>	35 hours per week
<b>AWARD:</b>	Award Free	<b>AWARD:</b> <input type="checkbox"/> YES	<b>AWARD:</b> <input checked="" type="checkbox"/> NO
<b>POSITION NO:</b>	CCA-EXE-05-2025	<b>LAST UPDATED:</b>	May 2026

### 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. Our mission is to lead a cohesive approach to reduce the impact of cancer. At Cancer Council Australia, we have an enviable reputation for our commitment to cancer research, and our values compassion, collaboration, trust, innovation and excellence guide everything we do.

A critical component of the Australian Government's Australian Cancer Nursing and Navigation Program is the Cancer Navigation Service, which is being delivered by Cancer Council. It seeks to provide a simple point of entry into support services offered across the sector for people who may not already access the support they need. The program focuses on improving equity of access, strengthening coordination of support services, and preparing for a future where more Australians are diagnosed with cancer and increasingly expect connected and digitally enabled support experiences.

The Navigation Program operates within a complex, federated national environment involving:

- The Cancer Council Federation
- Commonwealth Government funders

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- Sector partners and peak bodies
- Health professionals and consumers
- Advisory and governance groups

## Role Purpose

The Integrated Engagement & Enablement Officer supports the coordination and integration of stakeholder engagement, communications, change and priority population activity across the Navigation Program.

The role helps ensure external and internal activity is strategically aligned, stakeholder-informed and coordinated across program streams to support successful program adoption and launch readiness.

The role supports:

- strong Federation alignment
- coordinated stakeholder communications and engagement
- integrated external readiness activities
- stakeholder insight and risk visibility
- consistency across stakeholder-facing materials and messaging

Working in close partnership with the Director, Stakeholder Engagement and collaborating across change, marketing, delivery and priority population functions, the role provides operational support for integrated stakeholder planning, communications coordination and stakeholder insight management.

## Primary Accountabilities

### 1. Integrated Stakeholder Engagement & Enablement

- Support implementation of the Program’s Stakeholder Engagement and Enablement approach aligned to delivery milestones and launch activities
- Support engagement activities across the Cancer Council Federation and broader stakeholder environment
- Support coordination across stakeholder engagement, communications, change, marketing and priority population streams
- Maintain stakeholder mapping, engagement tracking and stakeholder systems to support program planning and visibility
- Help identify opportunities to reduce duplication and minimise stakeholder fatigue across the Federation and external partners

### 2. Communications & Content Coordination

- Develop high-quality, audience-specific communications materials including briefings, presentations, reports, toolkits, newsletters and correspondence
- Support preparation of communications and briefing materials for the Department of Health, Disability and Ageing and other key stakeholders
- Ensure consistency of messaging, brand integrity and alignment across stakeholder-facing materials
- Support maintenance of shared “source-of-truth” communication and stakeholder materials

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- Translate complex program developments into clear, accessible and strategically aligned updates

### 3. Coordination & Integration Support

- Coordinate input from program streams to support integrated stakeholder communications and engagement activities
- Support preparation of communication and briefing materials for governance forums including the Navigation CEOs’ Forum and advisory groups
- Maintain integrated trackers and oversight documentation relating to stakeholder engagement, communications and external readiness activities
- Support alignment between stakeholder engagement, communications, change and launch readiness planning
- Coordinate meeting preparation, actions and follow-up for integration and stakeholder alignment activities

### 4. Insight, Risk & Continuous Improvement

- Capture, synthesise and analyse stakeholder feedback to identify themes, risks and emerging issues
- Support identification and escalation of stakeholder and reputational risks through appropriate program channels
- Identify opportunities to inform program lead decision-making
- Support continuous improvement of stakeholder engagement systems, processes and coordination approaches
- Contribute to a culture of disciplined governance, transparency and accountability

### 4. Program and Operational Support

- Support management of stakeholder enquiries and engagement coordination activities
- Maintain accurate stakeholder engagement and communications records
- Support coordination of conference, sector engagement and external readiness activities
- Monitor and improve stakeholder communication systems and processes
- Foster positive, collaborative and trusted relationships across the Federation and broader stakeholder environment

### Other Accountabilities

- Work Health and Safety:
  - Provide a safe workplace
  - Promote and implement health and safety policies and procedures
  - Ensure employees are trained in the safe performance of their assigned tasks
  - Provide adequate resources to meet the Cancer Council's commitment to health and safety
- Any other duties that may be required to meet the needs of the business

### Main Challenges

- Operating within a complex, federated national environment
- Managing diverse stakeholder expectations under tight timelines

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- Supporting alignment across multiple interconnected delivery streams
- Balancing stakeholder, engagement and launch readiness requirements
- Maintaining visibility and coordination across rapidly evolving activities
- Working in a fast-moving environment with changing priorities

## Key Relationships

This position reports to the Head of National Programs and works closely with:

### Internal

- Director, Stakeholder Engagement
- Head of National Programs
- Change Manager
- Marketing Manager
- First Nations Design Lead
- Program Delivery Manager
- Program Stream teams

### External

- Department of Health, Disability and Ageing
- Advisory groups
- Sector partners and peak bodies
- Health professional and consumer representatives

## Selection Criteria

### Essential

- Demonstrated experience supporting stakeholder engagement and coordination in complex, multi-stakeholder or federated environments
- Excellent written and verbal communication skills, including the ability to prepare executive-ready materials
- Proven ability to synthesise diverse input into clear, actionable insights
- Experience supporting governance forums such as Steering Committees, Advisory Groups or Boards
- Strong organisational and coordination capability
- High proficiency in MS Office and collaboration tools (e.g. PowerPoint, Teams, SharePoint)
- Strong interpersonal and relationship-building skills
- Ability to manage competing priorities and maintain oversight across interconnected activities
- Commitment to Cancer Council's mission and values

### Desirable

- Experience working in health, cancer control or other regulated sectors
- Experience supporting communications and engagement activities associated with change initiatives

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- Experience working with Commonwealth Government stakeholders or large-scale national programs
- Familiarity with project management methodologies or tools

<b>APPROVED BY:</b>		<b>Date:</b>	May 2026
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