

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:	Quality and Reporting Coordinator, National Cancer Navigation Service Project	DIVISION:	Office of the CEO
LOCATION:	Sydney	STATUS:	Fixed term contract until 30 June 2027
REPORTS TO:	Quality and Reporting Manager	HOURS:	Full time
AWARD:	Insert specify award: Clerks L3	AWARD: <input checked="" type="checkbox"/> YES	AWARD: <input type="checkbox"/> NO
POSITION NO:	CCA-EXE-21-2026	LAST UPDATED:	April 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 (CCA) key strategic priority areas are research, prevention, support, policy, advocacy and sustainability.

The Cancer Navigation Service ("the 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.

CCA has now stood up the Navigation project ("the Program"), to now design, build and deliver the Service the behalf of the Cancer Council Federation (the Federation).

Role description

The Quality and Reporting Coordinator provides essential project support across the National Cancer Navigation Program's Quality and Reporting work packages. The role focuses on coordination,

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documentation, and communication tasks that enable smooth delivery of program activities. Working under the guidance of the Quality and Reporting Manager, the Coordinator assists with tracking deliverables, maintaining documentation, and facilitating stakeholder engagement across multiple projects and jurisdictions. Responsibilities are prioritised to align with evolving program needs and available time.

Key Responsibilities

Administrative Support

- Supports priority tasks as directed, with flexibility to adjust workload-based on evolving program needs.
- Maintain project documentation and shared folders.
- Schedule meetings and prepare agendas, minutes, and action logs.
- Assist in preparing presentation materials for meetings, workshops, webinars, and stakeholder sessions.

Project Tracking

- Update tracking tools and assist with monitoring milestones.
- Help monitor timelines and deliverables under guidance.
- Provide regular updates to the Senior National Major Projects Manager.

Data and Reporting

- Collect data from various sources for reporting purposes.
- Assist in preparing basic summary reports for internal use.

Stakeholder Coordination

- Respond to routine queries from internal and external stakeholders.
- Assist to coordinate communication between teams and jurisdictions.

Position in the Organisation

- Reports to: Quality and reporting Manager
- Works closely with: Quality and reporting team members, Service Delivery Leads, Project Management Office.
- Direct reports: None
- Employment Type: Part-time (0.8FTE)

Capabilities and Attributes

- Ability to manage time effectively and prioritise tasks within a part-time schedule.
- Comfortable working independently and seeking guidance when needed.
- Strong organisational and administrative skills.
- Ability to manage documentation and track deliverables accurately.

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- Effective communication and stakeholder engagement skills.
- Proficiency in Microsoft Office and basic project tracking tools.
- Willingness to assist others and contribute to team cohesion.
- An understanding of health or community service environments is desirable.

APPROVED BY:		Date:
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