

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:	Priority Populations Project Officer	DIVISION:	National Cancer Navigation Project
LOCATION:	Sydney	STATUS:	Fixed term to 30 June 2027
REPORTS TO:	National Director, Aboriginal and Torres Strait Islander Equity	HOURS:	35 hours p/w
AWARD:	Clerks Private Award – Level 3	AWARD: <input type="checkbox"/> YES	AWARD: <input checked="" type="checkbox"/> NO
POSITION NO:	CCA-EXE-22-2026	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 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.

Role Purpose

The Priority Populations Project Officer works closely with the Navigation Project delivery team to drive initiatives to ensure the National Cancer Navigation Service addresses the needs of priority populations. This role integrates inclusive service design into the National Navigation Project, ensuring diverse groups are considered in service planning, implementation, and reporting. Strong project management,

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stakeholder collaboration, and health equity expertise are essential, with a focus on addressing disparities faced by priority populations.

Primary Accountabilities

Leadership and Project Management

- Lead activities such as collation of stakeholder and prioritisation of consultancy recommendations across the National Navigation Project, to identify and implement strategies to support priority population.
- In collaboration with external consultancy advice and our internal key stakeholders develop and implement inclusive service design frameworks to embed accessibility and reduce unmet need for key population groups.
- Work closely with the Project team to provide strategic oversight to diversity and inclusion initiatives generated through the National Navigation Project.
- Lead initiatives such as impact evaluation strategies, to ensure alignment between priority population needs and overall project implementation, embedding health equity principles in the design and delivery of navigation services.
- Monitor and manage project milestones, ensuring effective planning, risk mitigation, and delivery to enhance the capacity and reach of the Cancer Navigation Service.
- Foster a high-performance culture with a focus on quality and continuous learning and improvement.

Stakeholder Engagement

- Build and strengthen strategic relationships, including fostering relationships with leaders across the Cancer Council Federation and external stakeholders.
- Collaborate with key internal stakeholders to support initiatives to build relationships with community.
- Collaborate with other project leads, consultants, and key stakeholders including consumer representatives and people with lived experience, to codesign and implement strategies that improve equitable access to navigation services for priority populations.
- Provide strategic advice to internal teams on inclusive service practices as identified by consultancy agency research, key stakeholders and consumer engagement.

Evaluation, Reporting & Continuous Improvement

- Provide regular reports and updates on the progress and outcomes of the diversity and inclusion initiatives.
- Ensure compliance with governance, quality, and risk management frameworks in the delivery of priority population-focused initiatives within navigation
- Support training and capacity-building initiatives to enhance staff knowledge and skills in delivering culturally responsive navigation support.

Such other duties as directed and consistent with an employee's level of skill, competence and training

Main Challenges

- Tight delivery timelines within a multi-year digital transformation program.
- Managing an extensive stakeholder group across Cancer Council's federated structure.
- Coordinating multiple stakeholders and managing complex & unique cultural needs across priority populations in various locations.
- Balancing competing stakeholder priorities within a federated governance model.

Key Relationships

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Position reports to National Director, Aboriginal and Torres Strait Islander Equity

Position works closely with:

Internal

- Navigation Project Management
- Navigation Project Stream Leads
- Staff across the Cancer Council Federation.

External

- National, State and Territory Priority Population organisations
- State or community-based health organisations
- Cancer support and healthcare providers
- Other Cancer NGO groups funded through the ACNNP

Selection Criteria

Essential:

- Tertiary qualification in public health, social sciences, project management, or a related field, or equivalent professional experience.
- Experience in designing, implementing, and evaluating inclusive, equitable and accessible services for priority populations.
- Demonstrated experience working with priority population audiences, including co-design and program implementation frameworks.
- Proven ability to collaborate effectively with multiple stakeholders, and community groups to enhance service delivery.
- Expertise in data collection, analysis, and reporting to support evidence-based service improvements.
- Results focused with the ability to manage a diverse workload, balancing strategic goals with day-to-day tasks.
- Strong organisational and time management, and deadline management skills, Exceptional problem-solving and analytical skills, to identify gaps, trends, and opportunities for improvement.
- Excellent written and verbal communication skills, with experience in report writing, stakeholder engagement, and strategic advocacy.

Desirable:

- Postgraduate qualifications in public health, health equity, or project management.
- Experience working directly with priority population groups, particularly in codesigning service initiatives related to navigation support.
- Understanding of cancer-related support services and broader health system.

APPROVED BY:

CEO

Date: April 2026

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