

Position Description

Lead, Cessation Services and Partnerships

Who we are: Quit Tasmania is a program of Cancer Council Tasmania. Our aim is to eliminate the harms of smoking and vaping by preventing uptake and supporting all Tasmanians to quit for good. We have been leading tobacco control efforts in Tasmania since 1995.

Our Vision: A Tasmania free from tobacco and related products, including e-cigarettes, and their harmful effects

Our Values: Generosity, Integrity, Collaboration, Courage, Innovation

Hours of Work	Part-time 0.7 FTE
Salary:	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010 Level 7 (attractive salary packaging available).
Location:	The role is primarily located at the Cancer Council Tasmania offices at 15 Princes Street, Hobart, Tasmania but with a state-wide remit. Flexible working options considered.
Position Summary:	<p>The Lead, Cessation Services and Partnerships is responsible for providing strategic leadership for Quit Tasmania’s cessation services, including the Tasmanian Quitline, service integration, information management, and partnerships across the health and community sectors to embed best practice smoking and vaping cessation care.</p> <p>The position holds strategic oversight of Quitline quality and continuous improvement, ensuring compliance with the National Minimum Quitline Standards, governance of multi-channel service delivery (phone, SMS, web chat), and achievement of agreed KPIs.</p> <p>The role also oversees governance of Quit Tasmania’s evidence-based cessation information and communications, ensuring alignment with best practice.</p>
Reporting:	This role reports directly to the Director Prevention & Quit Tasmania. The role has one direct report, the Quitline Manager.
Qualifications and Skills:	The role requires tertiary qualifications and extensive relevant experience in the health and/or community services sector, preferably a minimum bachelor’s degree in a health-related discipline, together with a strong understanding of health systems, service pathways and cross-sector service delivery. Lesser formal qualifications with acquisition of considerable skills and extensive

	<p>relevant experience to an equivalent standard would be required to perform the duties required of the role.</p>
<p>Personal Attributes:</p>	<p>This role suits a self-motivated leader with strong communication skills, critical thinking ability and a commitment to continuous quality improvement. They will bring a health professional perspective and sound understanding of health systems and integrated care, applying a people-centred approach to all aspects of their work.</p> <p>The role requires someone capable of building strong, collaborative relationships across health and community sectors and engages effectively with a wide range of stakeholders, including health professionals, community service workers and professional bodies.</p> <p>They will be capable of motivating and managing a small team, working confidently and independently towards agreed goals. They will be curious and proactive, using data and evaluation tools to drive continuous improvement, equity of access and outcomes.</p>
<p>Organisational Responsibilities:</p>	<ul style="list-style-type: none"> • Provide strategic leadership for Quit Tasmania’s cessation services, including the Tasmanian Quitline, to deliver high quality, contemporary and evidence-based smoking and vaping cessation support statewide. • Lead and support the Quitline Manager in the oversight of the Quitline team, providing direction and guidance to ensure effective service delivery and alignment with KPIs. • Drive statewide integration of cessation services across health and community settings by strengthening referral pathways, continuity of care and collaboration with system partners. • Lead capacity building initiatives, including the promotion and delivery of targeted training and implementation of Quit Tasmania’s Health Professional Engagement Strategy, to increase confidence and uptake of best practice cessation support and referral. • Oversee governance of cessation information, communications and service delivery, ensuring accuracy and alignment with evidence-based practice. • Lead the monitoring, evaluation and continuous improvement of cessation services to improve quality, equity and outcomes, in consultation with the Tasmanian Quitline Advisory Group and Director Prevention & Quit Tasmania. • Provides oversight and accountability for the management and use of cessation services data through the Microsoft Dynamics 365 client relationship management (CRM) system, ensuring data quality, integrity, governance compliance and effective implementation across systems and reporting.

	<ul style="list-style-type: none"> • Contribute to organisational reporting and stakeholder communications, including service delivery reporting, e-newsletters to health professionals, impact briefs and professional engagement (eg, LinkedIn). • Oversee and manage the Tasmanian Quitline Advisory Group to ensure effective governance, including membership, Term of Reference and integration of advice into cessation service strategy. • Represent Quit Tasmania on relevant committees, working groups and networks. • Undertake other duties as determined by the Director Prevention & Quit Tasmania to support the organisation and contribute to a positive and productive workplace.
<p>Selection Criteria:</p>	<ol style="list-style-type: none"> 1. Tertiary qualifications and extensive relevant experience working in the health and/or community service sector are requirements of the role, preferably a minimum bachelor’s degree in a health-related discipline or a related field. 2. Sound understanding of health systems and service pathways, with demonstrated ability to work across health and/or community settings. 3. Demonstrated experience leading and managing people. 4. Demonstrated experience building and managing partnerships across the health and/or community service sectors, supported by strong interpersonal and communication skills. 5. Ability to deliver training and capacity building initiatives for varied audiences. 6. Proven project management and organisational skills, with the ability to plan, prioritise and deliver work across multiple initiatives and stakeholders. 7. Strong conceptual and analytical skills, with demonstrated experience identifying service or system improvements.
<p>Essential General Requirements:</p>	<ol style="list-style-type: none"> 1. Current Working with Vulnerable People Registration and satisfactory National Police Check or the ability to obtain these checks. 2. A current drivers’ license with occasional travel. 3. Occasional out-of-hours work to attend committee and other meetings, functions and events as required. 4. All Quitline staff are required to be smoke- and vape-free in accordance with National Minimum Quitline Standards.
<p>Desirable General Requirements:</p>	<ol style="list-style-type: none"> 1. Knowledge of smoking and vaping cessation best practice and relevant guidelines.

	<p>2. Experience in health system integration, referral pathway design or service improvement.</p> <p>3. Demonstrated experience using CRM, EDM or comparable systems to analyse service data, supporting service improvement and reporting.</p>
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Competency Framework – Lead, Cessation Services and Partnerships			
Personal Attributes		Relationships	
Adapt and Respond to Change		Communicate Effectively	4
Display Resilience	3	Commitment to Customer Service	4
Act with Integrity	4	Influence and Negotiate	3
Manage Self	4	Work Collaboratively	4
Results		Business Support	
Deliver Results	4	Finance	1
Plan and Prioritise	4	Technology	2
Think and Solve Problems	4	Procurement and Contract Management	1
		Project Management	3
Demonstrate Accountability		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 - Foundational	
People Leadership and Management	3		
Lead, and Develop People	3		
Inspire Direction and Purpose	3		
Optimise Business Outcomes	3		
Manage Reform and Change	2		

It is agreed that these are the primary requirements for the position of the Lead, Cessation Services and Partnerships. However there is an expectation that this position may perform, or learn other duties, as required by Cancer Council Tasmania.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and the Director Prevention & Quit Tasmania therefore the entire document will be considered during any performance assessment.

Employee Signature _____ Date _____
 Lead, Cessation Services and Partnerships

Employer Signature _____ Date _____
 Director Prevention & Quit Tasmania