

## 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.*

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| <b>JOB TITLE:</b>   | Program Director National Navigation Service                          | <b>DIVISION:</b>                           | Office of the CEO                                    |
| <b>LOCATION:</b>    | Flexible                                                              | <b>STATUS:</b>                             | Fixed Term until July 2027                           |
| <b>REPORTS TO:</b>  | Senior Responsible Officer (SRO) - National Cancer Navigation Program | <b>HOURS:</b>                              | 35 hours per week                                    |
| <b>AWARD:</b>       | Non-Award                                                             | <b>AWARD:</b> <input type="checkbox"/> YES | <b>AWARD:</b> <input checked="" type="checkbox"/> NO |
| <b>POSITION NO:</b> | CCA-EXE-09-2025                                                       | <b>LAST UPDATED:</b>                       |                                                      |

### Organisational context

Cancer Council Australia (CCA) is the national voice for cancer control, uniting the eight state and territory Cancer Councils to deliver evidence-based policy, advocacy, prevention, and support programs. CCA works across the entire cancer continuum to ensure no one faces cancer alone.

The Cancer Navigation 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.

The Program Director plays a pivotal role in leading this nationwide program of work to design, build, and implement the Cancer Navigation Project. The role is accountable for delivering the program of work, overseeing planning, development, and transition activities, to ensure Program outcomes are achieved within the agreed governance framework. The Program Director ensures all program delivery activities are aligned with national cancer control priorities and the Australian Cancer Plan, and that the initiative is delivered in partnership with stakeholders across the Cancer Council Federation, particularly the service-providing states responsible for operational delivery, and the broader cancer sector.

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## Role description

The Program Director is the senior executive responsible for the end-to-end delivery of the Cancer Navigation Service, accountable for strategic and operational outcomes across multiple streams of work in a federated delivery model.

The role will:

- Lead integrated planning, delivery and hold accountability for risk management and evaluation and benefits realisation in partnership with the Program Management Office (PMO).
- Operate within the established program governance framework and ensure accurate and timely reporting to the CEO Forum via the SRO.
- Foster collaboration across state and territory Cancer Councils, government, sector partners, and priority population representatives.
- Ensure design and delivery adhere to agreed principles of inclusivity, equity, transparency, and continuous improvement.

This position will lead the Program Delivery Leadership Group and work closely with the service delivery leads, PMO and key advisory committees to ensure the service meets stakeholder needs and achieves grant objectives.

## Primary Accountabilities

### Strategic Leadership & Governance

- Lead the nationwide design, build, implementation, and transition of the Cancer Navigation Service.
- Ensure alignment with the governance framework, strategic objectives, and the Australian Cancer Plan.
- Oversee integrated program delivery planning (Hybrid/Agile/Waterfall) and budget management.
- Provide transparent and timely reporting through the governance structures to the SRO, CEO Forum, Chairs' Forum, and CCA Board.
- Drive continuous improvement, embedding lessons learned across streams and partner organisations.

### Program Delivery & Risk Management

- Exercise day-to-day authority across program and project delivery, partner with PMO to ensure interdependencies are effectively managed.

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- Monitor program milestones, budgets, and resources alongside PMO to ensure timely, quality outcomes.
- Lead risk and issue management, ensuring escalation and resolution processes are followed.
- Ensure all design and service releases meet agreed readiness, quality, and inclusivity standards.
- Oversee program-level change management in collaboration with the PMO, ensuring that change activities are aligned with program objectives, stakeholder needs, and governance requirements, and that change impacts are effectively managed across the federated delivery model.

### **Stakeholder Engagement & Collaboration**

- Build strong, trust-based relationships with key stakeholders, including government, service delivery partners, and priority population representatives.
- Work in close partnership with the Director of Engagement – National Cancer Navigation Service and the PMO to ensure connected stakeholder engagement. This includes maintaining a collaborative, two-way working relationship with the Director of Engagement so that:
- Engagement activities are aligned to agreed program parameters, timelines, and governance requirements.
- The Director of Engagement shares sector and stakeholder insights that inform program decision-making and design.
- The Program Director provides input and direction to guide external engagement priorities in line with program objectives.
- Promote collaborative decision-making with advisory committees, design groups, and state/territory service mobilisation teams.

### **Other Accountabilities**

#### **Cultural Safety, Equity & Inclusion**

- Ensure all services are designed and delivered in ways that are culturally safe, inclusive, and accessible.
- Actively champion engagement with priority populations (First Nations, CALD, LGBTQIA+, rural and remote communities, and people with disabilities).
- Uphold First Nations governance principles in all program work.

#### **Evaluation & Benefits Realisation**

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- Oversee benefits realisation planning and program evaluation in partnership with the PMO and quality teams.
- Ensure reporting demonstrates service impact, stakeholder satisfaction, and alignment with funding outcomes.

## Main Challenges

- Complex problem solving within a federated environment
- Working across a broad range of tasks simultaneously
- Working with a complex internal and external stakeholder networks
- Improving the efficiency and effectiveness of team systems and processes
- Working to tight timelines

## Key Relationships

Position reports to Chief Executive Officer

Position works closely with the following roles at Cancer Council Australia:

- Program Management Office (team)
- Chief Operating Officer
- Director of Cancer Control Campaigns & Communications
- Director, Cancer Control Policy
- Cancer Council Australia staff

**In addition:**

- Program stakeholders
- Cancer Council Committees
- Cancer control sector
- Federal Government

## Selection Criteria

**Essential:**

- Proven experience in senior leadership of large, multi-jurisdictional programs, preferably in health or cancer control.
- Demonstrated success in program management and delivery, and stakeholder engagement in complex partnership environments.
- Strong understanding of cancer service delivery and the lived experience of people affected by cancer.
- Expertise in integrated program planning, budget management, and risk management.
- Exceptional interpersonal, negotiation, and influencing skills at senior government and sector levels.

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- Commitment to equity, inclusivity, and cultural safety in program delivery.

**Desirable:**

- Tertiary qualifications in program management, or a related field.
- Experience in a federated or multi-agency delivery environment.
- Experience in the health sector and familiarity with national cancer control policy and the Australian Cancer Plan.

**Values & culture fit:**

- Commitment to integrity, transparency, and inclusive engagement.
- Passion for achieving equitable access to cancer support and navigation.
- Collaborative and adaptable leadership style.

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| <b>APPROVED BY:</b> | Interim Chief Operating Officer | <b>Date:</b> 19/08/2025 |
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