

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:	Project Officer	DIVISION:	Cancer Control Policy
LOCATION:	Sydney Hybrid WFH/Office	STATUS:	1 year part-time fixed contract
REPORTS TO:	Managers, Public Health / Cancer Care Policy	HOURS:	0.8 FTE (negotiable)
AWARD:	Clerks Private Sector Award, Level 3	AWARD: ☒ YES	AWARD: ☐ NO
POSITION NO:	CCA-POL-19-2025	LAST UPDATED:	

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.

Role description

The Project Officer sits within the Cancer Control Policy Division and supports the development and maintenance of the National Cancer Control policies, and provides effective secretariat support to Cancer Council's national policy advisory committees and their sub-committees. The Project Officer also provides project support to a range of policy projects and some administrative support for the Division.

The role best suits someone with an understanding of evidence-based policy who has experience undertaking evidence review and synthesis. The Project Officer has well-developed organisation and people skills, can multitask, and is proactive and is passionate about working for a leading charity that makes a difference to preventing and reducing the impact of cancer on Australians.

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Document ID: CCAFC542	Created by: Lisa Miskell	Version: 1.1	Reviewed Feb 2024	Review due: Feb 2027

Primary Accountabilities

- Apply skills in evidence review, critical appraisal and data extraction to maintain and update the National Cancer Control Policies.
- Provide secretariat support to national policy committees, including supporting agenda development, taking minutes, maintaining accurate records, assisting members to access meetings and resources, and coordinating travel as needed.
- Work closely with the Manager Cancer Care Policy and Manager Public Health Policy to contribute to policy submissions and projects, completing assigned components and supporting progress.
- Maintain effective working relationships with internal and external colleagues and stakeholders.

Other Accountabilities

- Support the write up of evidence review outcomes in agreed formats, including the preparation of policy documents, submissions and manuscripts for publication.
- Assist in the organisation and coordination of external stakeholder meetings.
- Assist in the delivery of other activities depending on the needs of the team and organization.

Main Challenges

- Demonstrating and maintaining a rigorous, structured and systematic approach to literature searches and screening of results repetitively across diverse fields of scientific literature.
- Managing competing activities and priorities, and the needs of multiple projects, committees, and meetings while meeting the demands of a fast-paced, diverse environment.
- Providing high quality project and secretariat support to staff and committees working in diverse and highly specialised fields.

Key Relationships

Position reports to either the Manager Public Health Policy, or the Manager Cancer Care Policy.

Position works closely with:

- Director Cancer Control Policy and members of the Cancer Control Policy team
- Chairs and members of Cancer Council's national policy committees and sub-committees
- Colleagues within Cancer Council Australia.

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Selection Criteria		
Essential: • Tertiary qualifications in health, science, communications or a related field, OR progress towards postgraduate qualifications in one of these areas. • Understanding of the principles of evidence-based policy. • Demonstrated experience working with scientific literature, specifically undertaking structured literatures searches, critical appraisal and data extraction. • Demonstrated organisation and time management skills, with the ability to manage multiple tasks to meet deadlines • Excellent interpersonal skills and demonstrated experience working effectively in a team setting. • Proven oral and written communication skills • Understanding of and commitment to the not-for-profit sector Desirable: • Experience in using evidence in the development of policy or to inform recommendations. • Experience providing secretariat support.		
APPROVED BY:	Acting Director, Cancer Care Policy	Date: October 2025

FINANCE & CORPORATE SERVICES / HR		Reviewed by Head of Finance / Office, Administration & Bequest Manager		
Document ID: CCAFCS42	Created by: Lisa Miskell	Version: 1.1	Reviewed Feb 2024	Review due: Feb 2027