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 - Assurance, National Cancer Navigation Service Project	DIVISION:	Office of the CEO
LOCATION:	Sydney	STATUS:	Fixed term contract until 30 June 2027
REPORTS TO:	Head of National Programs	HOURS:	Full time
AWARD:	Clerks Award L3	AWARD: ☒ YES	AWARD: ☐ NO
POSITION NO:	CCA-EXE-11-2025	LAST UPDATED:	February 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). CCA's Program Management Office (PMO) has been established to support the nation-wide delivery team in delivering to Program requirements.

The Project Officer – Assurance sits within the CCA PMO and works across both PMO and delivery teams to provide operational support for the Program.

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Role description

The Project Officer supports the effective delivery of the Program through hands-on contribution to project activities and the ongoing establishment and improvement of PMO processes. The role works across multiple workstreams, developing project materials, supporting delivery tasks, and contributing to program reporting, governance, and coordination.

In addition to general project delivery responsibilities, the role supports program assurance activities. This includes implementation of assurance and governance frameworks, maintaining assurance documentation and registers, supporting reviews and reporting, and contributing to activities that promote compliance with governance, risk, and quality requirements.

The role sits within the CCA Program Management Office (PMO) and works closely with program delivery teams and assurance, risk, and governance stakeholders to support consistent, transparent, and well-governed program delivery.

Primary Accountabilities

Project Delivery and PMO Support

- Contribute directly to the establishment, implementation, and continuous improvement of PMO and program processes, tools, and frameworks to support consistent, efficient program delivery
- Develop project materials, templates, reports, presentations, and other documentation to support decision-making, governance, and stakeholder engagement.
- Assist project leads and team members with tasks across multiple workstreams, providing hands-on support to ensure delivery milestones are achieved
- Support the tracking and management of project risks, issues, dependencies, and actions, ensuring timely follow-up and escalation where required.
- Facilitate collaboration across teams, supporting communication, knowledge sharing, and alignment across program activities.

Assurance and Governance
- Design, implement and maintain an overarching assurance and controls framework aligned with Grant, Program and CCA requirements
- Implement and oversee assurance processes e.g. audits and reviews ensure that program deliverables meet established standards and requirements, monitoring effectiveness and areas for improvement.
- Partner with relevant program team members to develop oversee program level frameworks and processes including for financial and risk management , change control, and performance monitoring and compliance (including vendors), ensuring all team members are trained on these processes.
- Collaborate with Program procurement to provide assurance over procurement strategies and contractual obligations, support with identification and management of vendor risks, including vendor performance measures; coordinate relevant assurance activities e.g. audits
- Partner with Program Delivery teams to ensure delivery progress and scope is aligned with contractual obligations

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- Collaborate with delivery teams to develop and implement mitigation strategies for high-priority risks, maintaining a centralised risk and issue register that is regularly updated.
- Coordinate Program stage-gate reviews and advisory groups including agenda preparation, papers, minutes and the development of action-tracker for reporting to the CCA PMO and CEO Forum as required
- Collaborate with delivery teams to support compliance with relevant digital, ICT, data, privacy, cybersecurity, and records management policies, standards, and legislation
- Contribute to benefits management and performance reporting, supporting tracking of outcomes and alignment to strategic objectives
- Identify opportunities to improve project controls, reporting, and governance processes

Other Accountabilities

- Contribute to the development and maintenance of a positive, collaborative, and high-performing team culture within the PMO and broader Program.
- Identify opportunities to improve program and PMO processes, tools, and reporting practices, and contribute to implementing these improvements.
- Ensure compliance with CCA policies, procedures, and governance frameworks in all project and procurement activities.
- Maintain accurate and up-to-date records, documentation, and knowledge management systems to support transparency and audit readiness.
- Participate in team and program meetings, workshops, and planning sessions as required, providing input and insights to support effective program delivery.
- Undertake other duties as required to support the successful delivery of the Program and the ongoing establishment of the PMO.

Main Challenges

- Supporting the establishment and ongoing development of PMO processes, tools, and frameworks while maintaining day-to-day delivery of project activities.
- Balancing multiple competing priorities across project delivery, assurance and governance, and PMO support to ensure deadlines and milestones are met.
- Delivering high-quality outputs in a dynamic and evolving program environment, with changing requirements and emerging priorities.
- Maintaining accurate and timely project records to meet governance, audit, and compliance requirements in a complex and evolving environment
- Collaborating effectively across multiple teams, stakeholders, and workstreams to facilitate alignment, knowledge sharing, and coordinated delivery.
- Contributing to continuous improvement initiatives while managing operational responsibilities and supporting other team members' workloads.
- Navigating the complexities of a federated, multi-jurisdictional program structure, ensuring consistency of processes and reporting across stakeholders.

Key Relationships

Position reports to the Head of National Programs.

Position works closely with:

- Program Support Coordinator

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- Program Delivery Manager
- Program Director
- Engagement Director

Selection Criteria

Essential:

- Demonstrated experience supporting project delivery in a multi-stream, multi-stakeholder environment, including developing project materials and contributing to milestone delivery
- Experience contributing to the establishment, implementation, or improvement of project or PMO processes, tools, or frameworks
- Strong organisational skills, with the ability to manage competing priorities, work independently, and meet deadlines in a dynamic environment
- Experience supporting procurement or contract management activities, including maintaining records, preparing documentation, and liaising with finance/procurement teams.
- Strong attention to detail, with the ability to produce accurate, high-quality outputs for governance, reporting, and operational purposes
- Effective communication and interpersonal skills, including the ability to work collaboratively across teams and with a range of stakeholders
- High level of initiative, flexibility, and problem-solving capability in a complex or evolving program environment

Desirable:

- Experience working in or with the cancer, health or not-for-profit sectors
- Experience working in a Program Management Office (PMO) or structured program environment
- Experience contributing to projects or programs in the health, not-for-profit, or government sectors
- Knowledge of procurement policies and practices, particularly in a corporate or government context
- Tertiary qualifications in project management, business, health, or a related discipline.
- Experience supporting large-scale, multi-jurisdictional, or federated program delivery.
- Demonstrated ability to support process improvement initiatives or change management activities

APPROVED BY:		Date:

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