

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 - Procurement, 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 L3	AWARD: <input checked="" type="checkbox"/> YES	AWARD: <input type="checkbox"/> 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 – Procurement 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 provides operational support to the delivery of the Program, contributing to the coordination, administration, and reporting of project activities. The role supports the effective day-to-day functioning of the project team by assisting with planning, tracking, documentation, and stakeholder coordination.

In addition to general project officer responsibilities, the role provides procurement support across the Program. This includes assisting with procurement processes, maintaining procurement documentation, supporting RFP and contract administration activities, and liaising with internal finance and procurement teams to ensure processes are followed and records are accurate.

The role sits within the CCA Program Management Office (PMO) and works closely with delivery teams across the Federation, CCA Legal and other internal stakeholders to support timely, compliant, and well-coordinated project 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.

Procurement

- Support state delivery team procurement activities in line with CCA and Department of Health, Disability and Ageing policies and procedures, including assisting with sourcing activities, documentation, and approval processes. Lead these processes if procurement directly from CCA.
- Collaborate with key internal stakeholders to prepare and manage Request for Tender (RFT), RFP, RFQ, and Expression of Interest (EOI) documentation
- Maintain procurement records, contract documentation, and registers to ensure accuracy, completeness, and audit readiness.
- Support contract administration activities at state level when required, including drafting commercials, tracking contract milestones, deliverables, and key dates
- For procurement out of CCA, work with key internal stakeholders such as the CCA PMO and legal teams as well as Project delivery teams across the Federation to draft, review and negotiate contracts, including Statements of Work (SoW) and Service Level Agreements (SLAs).
- Coordinate and facilitate evaluation panels, probity oversight, and vendor due diligence.
- Ensure compliance with relevant procurement frameworks for both Department of Health, Disability and Ageing and Cancer Council Australia
- Support contract renewals, extensions, and variations in line with governance processes

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- Partner with the PMO assurance team members to monitor supplier performance and ensure that contracts deliver on KPIs, quality, and risk mitigation.
- Maintain accurate documentation and records to support audit, reporting, and accountability obligations.

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, procurement, 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 and procurement records to meet governance, audit, and compliance requirements.
- 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
- Program delivery manager
- Program Director
- CCA Legal

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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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