

# Position Description

## Research & Policy Coordinator

**Who we are:** We are Tasmania's leading cancer charity working to reduce the incidence and impact of all cancers for all Tasmanians. Through our cancer prevention and advocacy work, research, and supportive care programs and services, we are here for all Tasmanians.

**Our Vision:** A cancer-free future

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

<b>Hours of Work</b>	0.6 FTE – three-day week or equivalent
<b>Salary and Conditions:</b>	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010 Level 5 (salary packaging is available).
<b>Location:</b>	The role is located at the Cancer Council Tasmania (CCT) offices at 15 Princes Street, Hobart, Tasmania with local community travel required. This role will require occasional intrastate travel and flexibility in working days / hours may be required from time-to-time.
<b>Position Summary:</b>	The Research & Policy Coordinator will support CCT to bring together and disseminate key cancer control evidence and help influence cancer control policy and practice in Tasmania. The position will contribute to evidence-based research, analysis and consultations, assist in evaluating research requests and support the delivery of the Tasmanian component of the triennial Australian Secondary School Students' Alcohol and Drug Survey (ASSAD). They will also support the development of a CCT-supported research dissemination plan, including coordinating public research talks.
<b>Reporting:</b>	This role reports directly to the Director Prevention & Quit Tasmania. The role has no direct staff reports.
<b>Qualifications and Skills:</b>	This role requires a combination of experience, expertise, and competence sufficient to perform the duties required at this level. Tertiary qualifications and relevant experience in a related field such as public health or public policy required.
<b>Personal Attributes:</b>	The ideal candidate will be an analytical and detail-oriented thinker with research, evidence and policy analysis skills. They will have excellent written and verbal communication skills, translating complex information and writing persuasive policy documents. A proactive and self-motivated approach is essential, with the ability to manage multiple priorities in a dynamic environment. Importantly, they will be passionate about public health and evidence-based public health policy.
<b>Role Responsibilities:</b>	<ul style="list-style-type: none"> <li>Maintain, update and disseminate cancer control evidence for a range of internal and external stakeholders.</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor emerging developments, evidence, and policy opportunities (including community consultations, public inquiries and reviews) to identify needs for public policy and practice changes across the cancer control continuum.</li> <li>• Prepare evidence-based research and policy briefings, information for presentations, submissions and reports for a range of audiences.</li> <li>• Assist in delivery of specific projects, including CCT contracted research projects and the Tasmanian component of the triennial Australian Secondary School Students' Alcohol &amp; Drug Survey (ASSAD), including stakeholder communications and meeting participation.</li> <li>• Manage research requests, including external data access requests in accordance with CCT's data access policy.</li> <li>• Develop and implement research dissemination strategies for CCT-supported research, including an annual media plan and coordination of public research talks and seminars.</li> <li>• Assist with the development of research proposals and policies that advance CCT's strategic priorities.</li> <li>• Attend and contribute to quarterly CCT Scientific and Research Committee meetings.</li> <li>• Develop and maintain relationships with key internal and external stakeholders and represent CCT on national and state-based working groups, committees and coalitions, as required.</li> <li>• Contribute to the design, management, analysis, and dissemination of academic and non-academic projects, including publication where possible.</li> <li>• Undertake other duties as defined by the Director Prevention &amp; Quit Tasmania to support broader organisational objectives.</li> </ul>
<b>Selection Criteria:</b>	<ol style="list-style-type: none"> <li>1. Relevant tertiary qualifications in public health, policy, research or a related field.</li> <li>2. Strong analytical and research skills.</li> <li>3. Excellent written and verbal communication skills, including experience in preparing concise, evidence-based information for a variety of audiences (eg, online, government, community).</li> <li>4. Strong planning and organisational skills, including ability to take the initiative on complex problems.</li> <li>5. Proficient use of Word, Excel, statistical software and data visualisation techniques.</li> </ol>
<b>Essential Requirements:</b>	<ul style="list-style-type: none"> <li>• Satisfactory National Police Check or ability to obtain one.</li> <li>• Ability to occasionally work out of hours work and/or to undertake occasional intrastate travel as required.</li> <li>• Ability to commit to Cancer Council Tasmania objectives, and values including the promotion of Quit Tasmania's vision of a Tasmania free from the harmful effects of tobacco and related products, including e-cigarettes.</li> </ul>

Competency Framework – Research & Policy Coordinator			
Personal Attributes		Relationships	
Adapt and Respond to Change		Communicate Effectively	4
Display Resilience	3	Commitment to Customer Service	3
Act with Integrity	4	Influence and Negotiate	2
Manage Self	4	Work Collaboratively	2
Results		Business Support	
Deliver Results	4	Finance	1
Plan and Prioritise	4	Technology	2
Think and Solve Problems	2	Procurement and Contract Management	1
		Project Management	2
Demonstrate Accountability		4 – Highly Advanced  3 – Advanced  2 – Intermediate  1 – Foundational	
People Leadership and Management	1		
Lead, and Develop People	1		
Inspire Direction and Purpose	2		
Optimise Business Outcomes	2		
Manage Reform and Change	1		

It is agreed that these are the primary requirements for the position of the Research & Policy Coordinator. 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 organisation therefore the entire document will be considered during any performance assessment.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Research & Policy Coordinator

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Prevention & Quit Tasmania