

## 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.*

<b>JOB TITLE:</b>	Senior Engagement Officer	<b>DIVISION:</b>	Program Management Office
<b>LOCATION:</b>	Flexible	<b>STATUS:</b>	24 Month Contract
<b>REPORTS TO:</b>	Head, National Programs	<b>HOURS:</b>	35 hours per week
<b>AWARD:</b>	N/A	<b>AWARD:</b> <input type="checkbox"/> YES	<b>AWARD:</b> <input checked="" type="checkbox"/> NO
<b>POSITION NO:</b>	CCA-EXE-05-2025	<b>LAST UPDATED:</b>	

### Organisational context

As Australia's leading cancer charity, Cancer Council Australia (CCA) works to unite the community, provide support, and invest in research. We are proud to work across all stages of the cancer journey from prevention to end of life.

### Role description

The Senior Engagement Officer role will be a key member of the Navigation Project Management Office (PMO), contributing to the success of the Navigation Component of the Australian Government's Australian Cancer Nursing and Navigation Program (ACNNP), that is being delivered by Cancer Council.

The Senior Engagement Officer is responsible for developing, coordinating, and maintaining stakeholder communication plans and material for the Navigation Program. This role ensures consistent, branded, and impactful communications to internal and external stakeholders while mitigating stakeholder fatigue.

This position focuses on delivering high-quality communication materials, recording stakeholder feedback, synthesising diverse expert and stakeholder inputs, and providing advice to program leads.

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## Primary Accountabilities

### Stakeholder Communication and Engagement

- Draft and prepare communication materials, including (and not limited to): letters, email correspondence, presentations toolkits, newsletters and reports
- Research and map key stakeholder audiences to inform the Stakeholder Engagement Plan
- Develop on-brand, audience specific communications that address eclectic stakeholder requirements
- Ensure comprehensive and timely delivery of stakeholder engagement, in line with the approved Stakeholder Engagement Plan
- Support updating of the existing Stakeholder Engagement Plan, and manage day-to-day delivery
- Support Cancer Council Federation engagement across the Establishment phase, Delivery phase, and reporting, ensuring Federation stakeholders are well briefed on program updates, change management approaches and other relevant activities that will impact the Cancer Council brand and operations

### Coordination and Collaboration

- Coordinate updates and input from various program streams to ensure cohesive, timely and useful communications
- Maintain an overview of all stakeholder engagement activities, facilitating joined up communication opportunities that avoid duplication efforts and stakeholder fatigue
- Support liaison between the PMO and stakeholder groups, ensuring clear and timely updates
- Assist adoption of best-in-class stakeholder engagement, building capability, capacity and expertise amongst other team members
- Gather insights from Cancer Council stream teams to produce and dispatch strategic, high-quality, and targeted communications and status reports to key internal and external stakeholders
- Meet priorities and deadlines for all stakeholder communications, and assign and track inputs required from the Navigation Steering Committee, CCA, Streams, and external partners as relevant

### Strategic Advice and Support

- Synthesise feedback from diverse stakeholders and provide actionable, strategic advice
- Support senior stakeholders in navigating complex environments
- Undertake a review of the stakeholder engagement systems and processes, provide recommendations and implement approved recommendations

### Program Support

- Maintain accurate records of stakeholder engagement activities and communications
- Monitor and improve communication systems and processes
- Identify stakeholder engagement risks and opportunities and provide timely solutions

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- Foster positive, productive and trusted relationships with all stakeholders to promote cohesion and consensus, and expedite decision making

### Other Accountabilities

- Work Health and Safety:
  - Provide a safe workplace
  - Promote and implement health and safety policies and procedures
  - Ensure employees are trained in the safe performance of their assigned tasks
  - Provide adequate resources to meet the Cancer Council's commitment to health and safety
- Any other duties that may be required to meet the needs of the business

### Main Challenges

- Working within a complex stakeholder network, including the Cancer Council Federation, the cancer control sector, and our Federal Government funders
- Understanding different stakeholders needs, and how to communicate based on those needs
- Structured and streamlined collaboration when facing tight timelines
- Ability to operate autonomously, whilst having a heightened risk radar that ensures timely engagement of senior team members
- Aligning communications and engagement with change management plans
- Ability to anticipate and solve problems
- Disciplined approach to adhering to principles of good governance (transparency, accountability, integrity, and efficiency)
- Fast-moving environment with evolving and competing priorities

### Key Relationships

This position reports to the National Programs Lead and works closely with:

- Navigation Program Manager
- Navigation Steering Committee and its Chair
- Program Stream Leads and teams
- Other PMO team members
- Cancer Council state and territory offices
- External partners and government stakeholders

### Selection Criteria

#### Essential

- Proven experience in complex stakeholder communications or engagement
- Excellent verbal and written communications skills – ensuring tailored, timely, succinct and strategically aligned updates to a broad cross-section of stakeholders across various communication formats

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- Ability to manage multiple tasks and priorities within tight deadlines
- Experience coordinating expert input and complex stakeholder networks
- High proficiency in MS Office and collaboration tools (e.g., PowerPoint, Teams, SharePoint)
- Strong interpersonal and relationship-building skills
- A team player with a commitment to the cause

#### **Desirable**

- Experience working in health care or cancer
- Experience in communications that support change
- Experience working in federated and/or other complex environments
- Familiarity with project management tools
- Excellent knowledge of MS Office

<b>APPROVED BY:</b>	Chief Executive Officer	<b>Date:</b>	February 2025
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