Job Description

Cancer Council is the nation’s leading non-government cancer charity, working across every aspect of every cancer. Every day, we support people affected by cancer when they need it most, speak out on behalf of the community on cancer issues, empower people to reduce their cancer risk, and find new ways to better detect and treat cancer.

JOB TITLE: Administration Officer
STATUS: Permanent
LOCATION: Level 14, 477 Pitt Street, Sydney 2000
HOURS: 21 hours per week negotiable
REPORTS TO: Director, Cancer Control Policy
POSITION NO:

Organisational context
The Cancer Control Policy Team ensures Cancer Council’s public position is evidence based and has the greatest capacity to influence the delivery of cancer control policy, research, treatment and care to reduce the impact of cancer in Australia.

The Team works with Cancer Council Australia’s national principal committees on Public Health, Health Services, Research and Supportive Care, the Cancer Council Australia Communications Team, the Clinical Oncological Society of Australia, other specialist cancer charities and organisations, consumer groups, other external stakeholders and Government Relations staff across the Federation to achieve its remit.

Role description
The Administration Officer works closely with the Director Cancer Control Policy, Manager Public Health and Manager Cancer Care to ensure the team effectively supports Cancer Council Australia’s committees, sub-committees and stakeholder engagement activities.

The role is responsible for providing key administrative support, and best suits someone with well-developed organisation and people skills who can multitask, be proactive and is passionate about working for a leading charity that makes a difference to people affected by cancer.

The role may require occasional work outside of regular hours, to provide support to committee or other stakeholder activities.

Main challenges
- Managing competing priorities and needs of multiple committees, meetings and stakeholders while meeting the demands of a fast-paced, diverse environment
- Providing high quality administrative support to staff and committees working in highly specialised fields.

Key relationships
- Maintain efficient and effective communication with the Director Cancer Control Policy, Cancer Control Policy team, Executive Assistant to the CEO and other Cancer Council Australia staff.
- Maintain effective communication with external parties and stakeholders, including but not limited to committee and sub-committee Chairs and members, consumer representatives and staff of State and Territory Cancer Councils

### Primary accountability

Provide high quality administration support to the Cancer Control policy team and Cancer Council Australia’s principle committees.

### Key accountabilities

Responsibilities of the role include, but are not limited to:
- Support the organisation and coordination of principle committee meetings, including supporting agenda development and taking minutes
- Travel administration – booking flights and accommodation for committee members
- Assist in the organisation and coordination of external stakeholder meetings
- Maintain accurate records and filing systems
- Maintain effective working relationships with internal and external clients
- Assist in the management of other projects depending on the needs of the team
- Other duties as instructed by the Director Cancer Control Policy

### Selection criteria

**Essential**
- Excellent organisational and time management skills, with the ability to manage multiple tasks to meet deadlines
- Good oral and written communication skills
- Good attention to detail
- Excellent interpersonal skills
- Computer literate and experienced working with Microsoft Office 365, videoconferencing and web-based applications
- Ability to work independently and as part of a team

**Desirable**
- Experience in a similar role
- Experience with NetSuite financial management system
- Knowledge of, and/or experience working in, the healthcare system – particularly health promotion, public health or cancer services
- Understanding of and commitment to the not-for-profit sector

**Reviewed by:** Director Cancer Control Policy  
**Date:** January 2020