POSITION DESCRIPTION

Cancer Council Australia is the nation’s leading non-government cancer control organisation. It develops and promotes independent, evidence-based policy and information on cancer prevention, detection, treatment and care. It supports its 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.

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Project Officer, Evidence Review</th>
<th>STATUS:</th>
<th>Permanent, Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION:</td>
<td>Sydney</td>
<td>HOURS:</td>
<td>35 hours per week</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Manager, Public Health Policy</td>
<td>POSITION NO:</td>
<td>CCA</td>
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Organisational context

The Cancer Control Policy team develops evidence-based cancer control policies and clinical guidelines aimed to reduce the burden of cancer on the Australian community. Cancer Council Australia’s flagship prevention policy document, National Cancer Prevention Policy (NCPP), makes specific recommendations for national action by governments and non-government organisations to reduce the incidence of specific preventable cancer types. The Project Officer role supports the synthesis and development of evidence to inform policy in the areas of cancer prevention and early detection to ensure the content of the NCPP is accurate and current.

Role description

The Project Officer, Evidence Review will assist with maintaining the NCPP, developing cancer control policy documents and other projects aligned with Cancer Council’s strategic priorities under the supervision of the Manager, Public Health Policy.

The Project Officer, Evidence Review is required to apply their experience of evidence review, data extraction and critical appraisal to present evidence-based recommendations in the form of reports, briefs and summaries. The Project Officer, Evidence Review utilises various sources of evidence such as research data, grey literature, and other published reports.

Key requirements include:
- Develop and manage content for the NCPP and other cancer control policy resources, and additional tasks (e.g. assistance with submissions to government)
- Demonstrate a rigorous, structured and systematic approach to literature searches and screening of results
- Identify, extract and analyse data from multiple sources including critical appraisal
- Maintain accurate records and present information in a range of formats
- Maintain a web-based collaboration (wiki) platform
- Establish and maintain relationships with key internal and external stakeholders
- Balance competing priorities.

### Main challenges

- Maintain and develop a large, integrated online resource spanning the complex subject of cancer prevention policy.
- Apply innovative web-based technologies within a rigorous, evidence-based framework.
- Balance the demands of multiple priorities as well as long and short-term projects.

### Key relationships

- Manager, Public Health Policy
- Director, Cancer Control Policy
- Manager, Cancer Care Policy
- Chief Executive Officer
- Project Manager, Clinical Guidelines Network

### Primary accountability

To conduct comprehensive evidence reviews by undertaking literature searches, initial screening of results against inclusion criteria, perform critical appraisals and data extractions, and utilise additional sources of evidence, to develop the evidence base to inform policy development in the areas of cancer prevention and early detection.

### Key accountabilities

- Coordinate evidence review processes
- Conduct evidence reviews as per research protocol.
- Record search strategies and results, ensuring project information is accurately documented.
- Perform, coordinate and check critical appraisals and accurate data extractions of relevant literature.
- Evidence synthesis and production of evidence summaries and briefs.
- Write up evidence review outcomes in agreed formats, including preparation of project reports and for publication.
- Identify and utilise additional sources of evidence where appropriate, including grey literature, agency reports and data.
- Engage key stakeholders on the project and utility of the outcomes.
• Application of evidence to inform policy recommendations.
• Other duties as required.

Experience and competencies (Selection criteria)

**Essential**
- Tertiary qualifications in public health or a related field or other equivalent relevant education/training and experience
- Demonstrated high-level research skills including experience with database searches (such as PubMed, Embase) as well as grey literature searches
- Experience undertaking literature reviews, critical appraisal and data extraction
- Demonstrated high-level written and oral communication skills
- Excellent interpersonal skills and demonstrated experience working effectively in a team setting
- Excellent time and project management skills and ability to work to tight deadlines
- Understanding of the principles evidence-based health policy
- Understanding of the ethos of not-for-profit organisation

**Desirable**
- Previous engagement with wikis or other web-based collaboration platforms
- Experience with drafting scientific manuscripts for publication
- Experience in policy development
- Experience in a similar role.

**Reviewed by:** Directory Cancer Control Policy  **Date:** 8 January 2020