JOB DESCRIPTION

Cancer Council Australia is the nation’s leading 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.

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Senior Project Officer</th>
<th>STATUS:</th>
<th>Ongoing</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></td>
<td>POSITION NO:</td>
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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 the Cancer Council’s national principle committees on Public Health, Health Services, Research and Supportive Care, the Cancer Council Australia Communications Team, the Clinical Oncology Society, other specialist cancer charities and organisations, consumer groups, other external stakeholders and staff across the Cancer Council Federation to achieve its remit. The team is responsible for the development and promotion of evidence-based cancer control policy to the Australian Government and the wider community, working collaboratively with our members, the eight state and territory Cancer Councils, and the alliances and coalitions of which we are a member.

Our broader work in cancer control focuses on promoting greater equity in cancer outcomes, improving system performance including transparent reporting of cancer outcomes, and promoting the delivery of optimal cancer care for all Australians.

Role description

The Senior Project Officer’s central role is to coordinate and provide project management support to a range of cancer control projects. A significant component of this work is direction-setting, information gathering and analysis and consensus-building. Under the direction of the designated Project Lead and (as appropriate) guidance from an Expert Advisory Group, the Senior Project Officer will:

- coordinate the development and execution of the project plan;
- support the establishment of governance for the project, convene and provide secretariat support to the different governance bodies;
- contribute to the design of and conduct desktop and literature reviews, environmental scans, key stakeholder interviews, gap analysis and mapping;
- prepare and coordinate a range of project reports, communication plans, and similar project reports and documentation as required;
The Senior Project Officer will also provide administrative support to their projects, participate as an active member of the Cancer Control Policy team and complete other duties as directed by the Director Cancer Control Policy.

**Main challenges**

- Demonstrating a rigorous, structured and systematic approach to a complex area;
- Working with large multidisciplinary advisory groups and managing relationships with senior clinicians, other technical advisers and policy makers;
- Working collaboratively and to tight timelines

**Key relationships**

- Director and members of the Cancer Control Policy team
- Members of Expert Advisory and other project governance groups
- External stakeholders

**Primary accountability**

To manage assigned projects, including conducting literature searches, environmental scan activities, preparing reports, summary outcomes as well as convening stakeholder meetings.

**Key accountabilities**

- Develop and maintain the project plan and schedule
- Convene and provide secretariat support to the different project governance groups
- Conduct desktop and literature reviews
- Conduct environmental scans, audits key stakeholder interviews, gap analysis and mapping
- Complete and submit project reports
- Perform general administration as needed, involving filing/archiving, photocopying, answering telephone calls and responding to email enquiries.
- Other accountabilities as assigned by the Director Cancer Control Policy.

**Financial accountabilities**

- This role has no financial delegation but is responsible for managing assigned project budgets

**Selection criteria**

**Essential**

- Degree qualifications in public health, epidemiology, medical science or similar, OR equivalent education/training and experience.
• Proven ability to coordinate a complex set of activities involving multiple stakeholders
• Excellent writing skills, with demonstrated experience in health/medicine
• Understanding of the principles of evidence-based practice
• Excellent time and project management skills and ability working to tight deadlines
• Ability to work under limited direction
• High-level interpersonal skills
• Understanding of the ethos of not-for-profit organisations.

Desirable
• Capacity or potential to learn and engage with wiki technology and/or previous engagement with wikis or other web-based collaboration platforms
• Existing knowledge about cancer control
• Experience in a similar role.