

### Our purpose

To reduce the rate and impact of cancer through best practice prevention, research and support.

## Position description and person specification

<b>Position title:</b>	Project Lead, Bragg Comprehensive Cancer Centre		
<b>Unit:</b>	Strategy, Engagement and Communication		
<b>Department:</b>	Prevention and Advocacy		
<b>Location:</b>	202 Greenhill Rd, Eastwood		
<b>Manager:</b>	Prevention & Advocacy Manager		
<b>Employment:</b>	Full time, fixed term (1 year)		
<b>Last updated:</b>	September 2022	<b>By whom:</b>	GM, Strategy, Engagement and Communication

### Cancer Council SA

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services.
- is the state's leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: research, prevention and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies.

Our core values are represented by 3 value statements:

 <p><b>Care</b></p> <p>We are driven to make a difference for all—those we serve, our teammates, our partners and ourselves.</p>	 <p><b>Integrity</b></p> <p>We strive to do the right thing always, act truthfully and honourably, be our authentic selves, be inclusive and embrace diversity.</p>	 <p><b>Excellence</b></p> <p>We work as one team and constantly push ourselves to be the best we can. We arrive every day inspired to make an impact through our talents, passion and commitment.</p>
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### **Unit role and objectives**

#### **Strategy, Engagement and Communication**

The Strategy, Engagement and Communication (SEC) area includes Cancer Council SA's fundraising, communication, prevention and advocacy, marketing, and customer experience teams.

SEC ensures a strategic and coordinated approach to our internal and external representation and enables the organisation to meet our objectives through strategy development, advocacy, brand positioning, fundraising and effective stakeholder relationships.

SEC proactively positions Cancer Council SA as a leading charity and respected thought leader, through agenda setting with external stakeholders in media, government, industry, and the community. We drive strong support for Cancer Council SA from key external stakeholders and donors by showcasing our expertise and service offering. We activate our community through prevention programs, fundraising, powerful advocacy, strategic events and campaigns.

### **Position overview**

The Project Lead, Bragg Comprehensive Cancer Centre (BCCC) leads the development of the prevention program as part of the BCCC, ensuring consumer experience plays a key role in the Centre.

The Bragg Comprehensive Cancer Centre (BCCC) will bring together South Australia's leading cancer researchers, clinicians, patients, carers and technology as well as combining the best prevention programs, treatment, education and long-term care in one coordinated service. BCCC will change the lives of people living with cancer. This role will liaise with internal and external stakeholders to define and drive Cancer Council SA's service offering for the BCCC in line with best practice and organisational objectives.

### **Reporting relationships**

**This position reports to:**

Prevention and Advocacy Manager

**Number of staff reporting to position:**

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### **Key accountabilities (outcome based)**

- Perform an environmental scan to identify best practice prevention programs and services, across primary, secondary and tertiary prevention
- Identify existing prevention programs and services from across the state to highlight any gaps. Identify and map new CCSA prevention service opportunities aligned with the BCCC's role and Cancer Council SA objectives.
- Project manage Cancer Council SA's service model development for the BCCC to promote cancer prevention and consumer-focussed outcomes.
- Deliver project planning including documenting key milestones, deliverables and performance measures for CCSA's involvement with the BCCC.
- Provide regular progress updates to CCSA Executive and Board.
- Other Prevention and Advocacy program management tasks as directed.

**Protect your own health and safety and that of others by:**

- Complying with and actively contribute to the development of organisational policy and safety systems.
- Following reasonable instructions and training and complying with organisational policy and safety systems.
- Identifying and reporting workplace hazards and incidents to their supervisor.
- Complying with Cancer Council SA's OHS&W policies and procedures.
- Provide a safe working environment for all staff (paid and voluntary), contractors and invitees.
- Ensure that your staff (paid and voluntary), contractors and invitees comply with policies and procedures as updated from time to time.

**Special conditions**

- The successful applicant must be a non-smoker.
- Intra/inter-state travel, out of hours and weekend work may be required
- Appointment will be subject to a satisfactory police check and may require a further Department of Human Services clearance.

**Person specification (knowledge, skills and experience)**

- Relevant tertiary qualifications (public health, health promotion, health project management etc ) or relevant experience.
- Stakeholder engagement skills of the highest order.
- Significant skills, knowledge and experience in project management, operational planning and change management.
- Ability to effectively develop and manage project budgets and reporting.
- Working knowledge of public health, preventative health and consumer co-design principles.
- Proven experience in establishing new consumer-centric services and operating models with multiple, complex stakeholder relationships.
- An ability to work autonomously and flexibly.

**Signatories**

**Incumbent**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Manager**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_