

POSITION DESCRIPTION

Position: Engagement Manager (CSU.19)
Reports To: Head - Cancer Strategy
Classification: Band F

CANCER COUNCIL VICTORIA

Every year, more than 35,500 Victorians will be diagnosed with cancer, and 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at early detection and treating cancer.

Since our establishment in 1936, Cancer Council Victoria has developed an international reputation for our innovative work in cancer research, prevention and support. We are an independent, not-for-profit organisation with a mission to prevent cancer, empower people and save lives.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**.

DIVISION AND UNIT SUMMARY

The Strategy and Support Division works directly with people, clinicians, researchers and policymakers. Our purpose is to reduce inequities and improve outcomes for all people affected by cancer, now and into the future.

Our Division comprises of Cancer Information and Support Services (CISS), Research Governance and Optimal Care (RGOC), Cancer Strategy, the McCabe Centre for Law & Cancer, Marketing and Communications and the Business Management Unit.

We achieve our purpose by:

- Empowering people by delivering dynamic, evidence-based, tailored information and support
- Promoting optimal cancer care pathways to improve the patient experience
- Using evidence to investigate and evaluate policies and programs to support people affected by cancer
- Funding extramural research of greatest impact and increasing investment into cancers with lowest survival
- Influencing law and policy through advocacy, research, training and capacity building and
- Collaborating with partners in Australia and across the world to influence policy

The Cancer Strategy Unit is an instrumental part of the Strategy & Support Division, interfacing with cancer clinicians, community groups and supportive care policy makers.

POSITION SUMMARY

Reporting to the Head - Cancer Strategy, the Engagement Manager is responsible for leading and managing a small team to plan, develop and implement and evaluate stakeholder engagement programs. This includes establishing collaborative relationships, systems and process to enable Cancer Council to be a leader in best practice engagement.

The Engagement Manager will also provide expert advice in line with Cancer Council Victoria's strategic directions and organisational priorities.

RESPONSIBILITIES

Leadership

- Lead the development and oversee the implementation and evaluation of our community engagement strategy. This includes compiling routine reports to monitor progress and communicate activities across Cancer Council and to external stakeholders as required.
- Lead and manage staff including monitoring progress against priorities, conducting performance reviews and recruitment.
- Coach, inspire and empower the Engagement Team by developing capability in leadership, systems change, innovation and problem-solving.
- Demonstrate the Cancer Council values and support and encourage staff to apply these values to the work that they do.
- Support the implementation of change management activities.
- Foster a high-performance culture with a focus on quality and continuous learning and improvement.

Stakeholder Engagement

- Manage key stakeholder relationships, including representatives of non-government, health, community, consumer and academic organisations, to develop and embed best-practice engagement and generate opportunities for collaboration.
- Developing strategies to ensure community representatives are cared for from a health and wellbeing perspective
- Deliver relationship management of internal and external stakeholders, including volunteers, supporters, and counterparts in other states and territories.
- Build and strengthen strategic relationships, including fostering relationships with leaders across Cancer Council and external stakeholders.
- Represent Cancer Council in relevant committees and working parties.

Program Management and Evaluation

- Provide project management oversight and support to the team to deliver multi-faceted projects.
- Direct relevant research and evaluation to enhance the quality of work and demonstration of outcomes
- Generate opportunities to extend the program's reach, cultivate greater engagement across the sector and diversify funding sources
- Lead capacity building activities to support and enable Cancer Council staff to apply best practice consumer engagement to their work.
- Promote program development and achievements through reports, contributions to literature and presenting at conferences and forums
- Contribute to Strategy and Support's strategic planning and financial management activities.

Innovation and Business Development

- Drive a culture of innovation and continuous improvement in the Engagement Team.
- Develop strategies to identify opportunities for innovation with the portfolio, and ensure the team are resourced to implement and test innovative approaches to improve results.
- Lead the preparation of submissions to government and other organisations to secure additional funding.

Such other duties as directed and consistent with an employee's level of skill, competence and training.

KEY SELECTION CRITERIA

Essential Criteria

Qualifications, Experience, Knowledge and Skills

- Relevant tertiary qualification in Health, Public Health, Social Sciences or a related field and/or substantial experience in a similar role.
- Consumer engagement experience and strong understanding of the principles of engaging consumers in health care planning and research.
- Proven ability to show initiative, and think strategically, creatively and innovatively in developing proposals and strategies.
- Effective communication and interpersonal skills, including the ability to develop and maintain strategic relationships with a diversity of stakeholders.
- Demonstrated experience in empowering staff to foster collaborative relationships while delivering operational priorities.
- Demonstrated ability to produce high quality and persuasive written materials in an easily understood, succinct style and format for a range of audiences.
- Results focussed with the ability to manage a broad workload, focus on the big picture and deliver key day-to-day tasks.
- Strong organisational and time management skills, including the proven ability to meet tight deadlines.

Desirable Criteria

- Experience and/or knowledge within the cancer control sector.

Special Requirements

- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Police Check