



## POSITION DESCRIPTION

**Position:** Communities & Places Manager (QUIT.86)  
**Reports To:** Director, Quit  
**Classification:** Band F

### CANCER COUNCIL VICTORIA

Every year, more than 30,500 Victorians will be diagnosed with cancer, and nearly 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 [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

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 / PROGRAM SUMMARY

The [Prevention Division](#) aims to reduce the risk of cancer in the Victorian population through social marketing, advocacy, professional education and providing advice based on the best available evidence. This involves action to affect individual behaviours and the broader physical and legislative environment to support health and wellbeing. Our programs include: SunSmart, Quit Victoria, Achievement Program, screening, early detection and immunisation, the Obesity Policy Coalition, and alcohol policy.

Achieving equitable outcomes for all Victorians is a priority for Cancer Council. Quit aims to engage community groups, and those providing services to community groups, by working in partnership with stakeholders to engage the workforce sector and develop and deliver innovative media and communications activities that prevent young people starting to smoke and encourage and support people to stop smoking.

## **POSITION SUMMARY**

Reporting to the Director, Quit, the Communities and Places Manager is responsible for managing a team to plan, develop, implement and evaluate a program of work comprised of community and workforce engagement projects that consider and complement innovative media and communication activities. This program will support people to be tobacco-free, with a particular focus on (but not limited to) Aboriginal and/or Torres Strait Islander communities, culturally and linguistically diverse populations, people with a disability, LGBTIQ communities and communities affected by social and economic disadvantage.

This position will lead team members to ensure program objectives are met, manages key stakeholder relationships and service agreements, liaises with funding bodies and manages budgets.

The Communities and Places Manager will work closely with the Director Quit, the Head of Media & Communications (Prevention Division), Quitline Manager, Community Engagement Manager and the Quit Evaluation Manager in achieving overall program and divisional goals.

## **RESPONSIBILITIES**

### **Leadership**

- Provide leadership, direction and support to Quit program staff to achieve outputs and outcomes identified in Quit's strategic workplan
- Lead the development of the program to support people to be tobacco free in marginalised communities
- Translate organisational and program objectives into a shared vision for the team
- Identify opportunities to extend program's reach and cultivate greater engagement across community sector
- Enable collaboration and sharing of best practice among Quit and within the broader Prevention Division to achieve high performance.
- Coach, inspire and empower the Communities and Places team by developing capability in leadership, innovation and problem solving
- Support and encourage employees to apply the values of Cancer Council to the work that they do.
- Champion program and broader divisional/organisational thinking around health equity and addressing the needs of priority communities.

### **Program/Project Management and Evaluation**

- Work with the Quit Director, Quitline Manager, Evaluation Manager and of Media & Communications (Prevention Division) to develop, implement and evaluate strategic and operational plans.
- Provide project management oversight and support to Quit program staff to deliver large multi-faceted projects, including managing timelines, human resources and budgets in order to achieve outputs and outcomes.
- Manage engagement projects addressing prevention of smoking initiation and cessation of smoking, with a particular focus on (but not limited to) Aboriginal and/or Torres Strait Islander communities, culturally and linguistically diverse populations, and communities affected by social and economic disadvantage.
- Generate opportunities to extend the program's reach and cultivate greater engagement across the community sector.
- Manage and monitor the program's budget and expenditure.

## **Relationship Management**

- Collaborate with the Quit Director, Quitline Manager, Evaluation Manager and Head of Media & Communications (Prevention Division) to ensure effective program delivery, team cohesion and alignment of activities.
- Nurture partnerships and strategic alliances with funding bodies and external providers, including the management and negotiation of project deliverables.
- Influence the external environment by maintaining effective working relationships with internal and external partners, including federal and state government departments and other stakeholders in the public health sector.
- Build and strengthen strategic relationships, including fostering relationships with leaders across the Division, other CCV Divisions and external stakeholders
- Represent Quit on relevant state committees relating to tobacco control.

## **Reporting**

- Prepare written and verbal reports to funding bodies in order to meet contractual obligations
- Contribute and review project and strategy evaluation reports, ensuring expected outputs and outcomes are reported against
- Promote the developments and achievements relating to the Quit Program through:
  - reports to Cancer Council Board, Senior Management and Executive where required
  - contributions to research reports, and other literature
  - presenting at conferences, forums, media etc

***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 degree in public health, health promotion or a related field.
- Substantial relevant experience in developing, implementing and evaluating health related programs in a state-wide setting.
- Proven experience in developing and implementing project and operational plans, including the ability to have oversight of large multi-faceted projects concurrently.
- Demonstrated experience engaging with priority population groups, such as the Victorian Aboriginal community, culturally diverse groups or communities affected by social and economic disadvantage.
- Proven experience working in a leadership role, involving team management and development; strategic planning; contract management; and budget management.
- Substantial experience working in or with government, engaging with funders and meeting contractual obligations.
- Effective interpersonal skills, including the ability to develop and maintain strategic relationships with internal and external stakeholders, as well as negotiate effectively to achieve positive partnerships and working relationships
- Well-developed stakeholder management skills including the ability to negotiate to achieve effective partnerships and working relationships.
- Effective communication skills with demonstrated report writing and presentation skills.
- Strong organisational and time management skills, including the proven ability to meet tight deadlines

***Desirable Criteria***

- Post graduate qualifications in public health, health promotion and/or management.

**Special Requirements**

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