

## POSITION DESCRIPTION

**Position:** Policy Manager (CSU.18)

**Reports To:** Head of 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. Our purpose is to advance optimal care through programs and partnerships and facilitate policy reform to improve equity in cancer outcomes.

## **POSITION SUMMARY**

Reporting to the Head of Cancer Strategy, the Policy Manager supports Cancer Council's commitment to improving the cancer system for all. The Policy Manager will build and strengthen our capacity to identify and pursue advocacy on existing and emerging issues for people affected by cancer. The role will have high-level collaboration with and be supported by various units across the Division to maximise the reach and impact of our policy activities.

The Policy Manager is responsible for leading and undertaking the development of a range of initiatives that support our cancer care policy and advocacy work. The Policy Manager will provide team leadership, manage projects, collaborate and consult with subject matter experts internally and externally to the organisation. The position provides strategic advice to the Head of Cancer Strategy Unit and Head of Division and manages direct report/s.

## **RESPONSIBILITIES**

### **Leadership**

- Lead the development, implementation and evaluation of our advocacy agenda working collaboratively with the Head of Unit, Head of Division and involving key stakeholders.
- Lead and manage the small but dynamic Policy Team including monitoring progress against priorities, conducting performance reviews and recruitment.
- Coach, inspire and empower the Policy Team by developing capability in policy, 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.

### **Policy and Advocacy Development**

- Lead and coordinate the development of policy positions, briefings and responses or submissions based on relevant evidence.
- Develop and lead implementation of key strategies for advocacy and research
- Establish or contribute to policy networks and other consultation mechanisms such as forums and roundtables and ensure collective voice of clinicians and community is leveraged for advocacy.
- Work closely with the other teams across the Division to maximise the relevance and impact of our advocacy initiatives.
- Provide strategic policy advice and recommendations to the Head of Unit and Head of Division.
- Proactively consult and collaborate with other program areas and key stakeholders to inform policy initiatives.
- Proactively contribute to the development, implementation, evaluation and continued improvement of strategic policy frameworks.

### **Stakeholder Engagement**

- Work collaboratively across the organisation to enable knowledge sharing and alignment of activities.
- Initiate and manage key stakeholder relationships, including government, peak bodies, health, community, community and academic organisations.

- Build and strengthen strategic relationships, including fostering relationships with leaders across Cancer Council and with external stakeholders.
- Represent Cancer Council on relevant external committees, groups and at professional forums.

### **Program Planning**

- Develop, implement and evaluate strategic and operational plans.
- Lead the implementation of policy projects that inform our activities.
- Promote the developments and achievements relating to the Policy Program through relevant internal and external communication activities.
- Initiate and oversee research and/or evaluation to assess quality and impact.
- Contribute to identification and pursuit of funding opportunities.
- Contribute to budget setting and compliance reporting.

### **Innovation and Business Development**

- Drive a culture of innovation and continuous improvement in the Policy 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 and substantial experience in a relevant policy role.
- Proven experience working in a leadership role, involving strategic planning; team management including experience in empowering staff to foster collaborative relationships while delivering operational priorities.
- Strong conceptual, analytical, research, policy and evaluation skills, with demonstrated ability to translate research and data to deliver evidence-based policy change and service delivery outcomes.
- Demonstrated experience establishing and sustaining purposeful relationships with a wide range of stakeholders.
- Highly developed oral communication and writing skills, with demonstrated experience writing research reports, policy analysis and submissions.
- Proven capacity to introduce and embed new ideas and approaches, together with a strong ability to adapt to change.
- Strong organisational and project management skills with experience managing multiple projects and competing priorities.

#### **Desirable Criteria**

- Experience and/or knowledge within the cancer control sector.
- Experience in public policy or government.

#### **Special Requirements**

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