



POSITION DESCRIPTION

Position: 13 11 20 National Projects Lead (CISS.72)
Reports To: Head Cancer Information and Support Services
Classification: Band E

CANCER COUNCIL VICTORIA

Every year, more than 35,500 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 / UNIT / TEAM 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, Research Governance and Business Operations, Cancer Strategy and the McCabe Centre for Law & Cancer.

We achieve our purpose by:

- Empowering people by delivering trusted, evidenced-based information, training and support
- Using evidence to investigate and evaluate policies and programs to support people affected by cancer
- Funding extramural cancer research of greatest impact and increasing investment into cancers with lowest survival
- Influencing law and policy through advocacy, research, training and capacity building
- Collaborating with partners in Australia and across the world to influence policy change and reduce system inequities

The Cancer Information and Support Service (CISS) unit provides information and support services to help minimise the impact of cancer on the Victorian community. It works to empower patients by delivering dynamic, credible, personalised information and compassionate support.

POSITION SUMMARY

The 13 11 20 National Projects Lead is primarily responsible for supporting projects that aim to increase awareness, uptake, and referral to our 13 11 20 service. The role is instrumental in providing project support to the Head of Division for the Commonwealth funded Australian Cancer Nursing and Navigation Program (ACNNP).

Reporting to the Head of CISS, and working closely with the Head of Division, the 13 11 20 National Projects Lead will lead project support for the ACNNP and other projects and special initiatives that arise within 13 11 20. The role will work collaboratively with key internal and external stakeholders to ensure work aligns with, leverages and supports concurrent state led projects underway in CISS and other areas of the Division, to maximise our ability to achieve our outcomes and overall strategic objectives.

RESPONSIBILITIES

Project Implementation and Coordination

- Establish an appropriate project structure to support emerging priorities of work within 13 11 20 including Cancer Council Victoria's contribution to the ACNNP.
- Apply project management methodology and tools to support development of detailed project plans with associated budget, milestones and deliverables, risk identification and mitigation, data collection and evaluation as required.
- Coordinate regular review of projects against milestones, manage and adjust for any changes in project scope, track budget and identify and mitigate potential risks to ensure projects are delivered on time and on budget.

Relationship Management and Collaboration

- Maintain and support ongoing engagement with project partners and key internal and external stakeholders, including those identified through the ACNNP.
- Work closely with the Strategic Projects Lead, under the leadership of the Head of Division and Head of CISS, to manage successful collaboration on projects and to create efficiencies and meet project objectives and deliverables.
- Assist teams within the Division and the Head of Division, with ongoing engagement activities to continue to raise the profile of 13 11 20 to existing and potential new stakeholders that will support increased uptake of 13 11 20 services.

Evaluation, Monitoring and Reporting

- Prepare relevant project data, reports, presentations and other documents for the Head of Division, executive and project stakeholders, in a timely and accurate manner.
- Meet regularly with the Head of CISS and Head of Division as required to report on project progress and mitigate any emerging risks.
- Identify opportunities to disseminate the project outcomes through publication, or conference presentation.
- Represent projects at meetings, including with external stakeholders, as required.

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

- A relevant tertiary degree and/or significant experience in a similar role.
- Project management experience and proven track record to delivery project milestones on time and within budget.
- Excellent relationship management skills, including the ability to develop positive working relationships with a range of key stakeholders.
- Well-developed communication and writing skills including minutes and agendas, formal reports, meeting correspondence, with a strong attention to detail.
- Advanced skills in Microsoft Office, including Word, Excel, PowerPoint, Outlook.
- Demonstrated attention to detail and ability to identify and resolve complex problems in a timely manner.
- Proven organisational and time management skills, including the ability to work autonomously and meet deadlines.
- Demonstrated leadership ability, initiative, and willingness to learn new skills.

Desirable Criteria

- Knowledge and/or experience in a healthcare or cancer related field.
- Experience with Customer Relationship Management (CRM) systems.

Special Requirements

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