



## POSITION DESCRIPTION

**Position:** Policy Lead (CSU.11A)

**Reports To:** Policy Manager

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

## **POSITION SUMMARY**

The Policy Lead will be responsible for conducting comprehensive policy research and analysis, as well as providing advice and recommendations on issues relating to cancer treatment and supportive care.

The Policy Lead will report to the Policy Manager and will be responsible for preparing high-quality written materials for a range of target audiences and the development of strategic and mutually beneficial partnerships with clinicians and consumer peak bodies working with people affected by cancer.

## **RESPONSIBILITIES**

### **Policy Research, Development and Advocacy**

- Conduct comprehensive research and analysis to formulate and support Strategy and Support policy and advocacy priorities
- Contribute to the review of policies, strategies and advocacy initiatives and identify opportunities to progress our policy and advocacy priorities
- Produce high-quality written materials including proposals, discussion papers, position statements, reports, submissions, briefings, web content, research papers, and academic publications.
- Provide support to the Policy Manager, the Head of Cancer Strategy and Head of Strategy and Support Division on relevant and evolving policy and practice.
- Elicit and collate feedback through consultation with other program areas and key stakeholders including health professionals and community representatives to inform policy proposals and submissions.
- Contribute to advocacy by:
  - Identifying communication and collaboration opportunities.
  - Contributing to the development of key messages.
  - Preparing relevant background materials.
  - Writing and editing briefing papers, speakers notes and other materials.
- Keep informed of relevant policy developments.

### **Stakeholder Engagement**

- Contribute to the development, implementation and review of events and communication strategies, activities and marketing materials in consultation with the Information and Communications team and relevant internal / external stakeholders.
- Build and maintain strong collaborative relationships with staff within the Strategy and Support Division, as well as other CCV Divisions, teams and stakeholders.
- Respond to stakeholder feedback and engage in program quality improvement
- Represent Cancer Council Victoria as required including working on relevant working groups, advisory boards and steering committees.

### **Program Coordination**

- Support the development and implementation of the Strategy and Support Policy and Advocacy workplan, in line with the Victorian Cancer Plan and other relevant state and national policy frameworks.
- Ensure the development and implementation of project, risk management and communication plans and establish reporting processes to key stakeholders.
- Support collection of annual policy metrics for Cancer Council Board reporting.

- Identify opportunities to disseminate outcomes of policy and advocacy initiatives and projects through publication or conference presentation.

### **Reporting, Data and Administration**

- Develop, review and maintain policies, procedures and documentation associated with policy activities and ensure information is accurately updated in the client relationship management database, and is disseminated to relevant program stakeholders.
- Provide accurate and efficient quarterly reports that profile program activity, evidencing alignment with CSU and Cancer Council strategic goals
- Use quarterly report data to identify potential gaps in service and areas for program development and to inform policy and advocacy initiatives.

***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 Health, Public Health, or Social Sciences
- Demonstrated experience in a similar role involving the development, delivery and evaluation of policy and projects preferably in the health setting.
- Excellent stakeholder management including the ability to develop and maintain strong collaborative partnerships with individuals and groups at local, state and national levels.
- Excellent written skills and experience developing policy papers, briefings, funding/grant applications, reports and formal responses with a strong attention to detail.
- Effective communication and interpersonal skills, including the ability to listen actively, influence and negotiate with stakeholders
- Ability to effectively communicate complex policy issues in simple form to both health and non-health audiences, in written and oral form
- Demonstrated attention to detail with the ability to identify and resolve complex problems.
- Proven ability to show initiative and think creatively and innovatively.
- Proven organisational and time management skills including the ability to manage competing priorities and meeting 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