



## POSITION DESCRIPTION

**Position:** Senior Research Officer (BSD.157)  
**Reports To:** 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

Within the Behavioural Science Division, the [Centre for Behavioural Research in Cancer's](#) (CBRC) mission is to conduct high quality applied behavioural research to inform and influence cancer prevention policies, programs and services, in order to reduce the impact of cancer on the Victorian community. The Centre's work program encompasses behavioural research in the areas of tobacco control, skin cancer prevention, obesity prevention, alcohol harm prevention and cancer screening. The Centre also undertakes evaluation of cancer prevention and early detection programs and services housed within Cancer Council Victoria, including high profile public communication programs such as [Quit](#), [SunSmart](#) and [LiveLighter®](#).

### POSITION SUMMARY

The Senior Research Officer is responsible for managing the implementation, statistical analysis and reporting of cancer prevention research and evaluation studies in the areas of cancer that the CBRC focuses on, including tobacco control, skin cancer prevention, diet and healthy weight, alcohol harm prevention and cancer screening. This role will be involved in writing reports and may also contribute to manuscripts for peer-reviewed publication.

The Senior Research Officer will also be involved in the design, implementation and analysis of studies to assess the impact of communications and policies on cancer prevention behaviours. The specific project and cancer topic will depend on the area of focus at the time and may shift with a change in priorities.

The Senior Research Officer works with teams within CBRC on cancer focus areas and may also work closely with the [Prevention Division](#) who develop prevention programs and campaigns for major cancer risk factors and cancer screening and immunisation programs. These include [Quit](#), [SunSmart](#), [LiveLighter®](#), [Food for Health Alliance](#) and cancer screening and early detection for [bowel, breast, cervical, and skin cancer](#). The Senior Research Officer may supervise more junior research staff who support project implementation, statistical analysis and reporting and conduct literature searches and data cleaning.

## **RESPONSIBILITIES**

### **Project Coordination and Planning**

Implement all aspects of assigned research and evaluation projects ensuring protocols are followed, including:

- Prepare ethics submissions.
- Develop and refine study documentation
- Prepare project briefs and obtain quotes from external data collection companies
- Prepare design briefs for communications or specialist agencies and liaise with program personnel regarding the development of campaign or program material and experimental stimuli
- Manage fieldwork
- Develop project timelines and methods, and coordinate project resources and milestones
- Develop and maintain familiarity with relevant peer-reviewed literature
- Monitor project budgets as required in conjunction with the Line Supervisor
- Participate in other cross-divisional projects as required by providing research and evaluation support and advice

### **Data Collection, Analysis and Reporting**

- In consultation with other team members, design, undertake, interpret and provide advice on multivariate statistical analyses
- Prepare and disseminate status, monitoring, research insights and evaluation presentations and reports and, as appropriate, papers for peer-reviewed journal publication
- In consultation with the research team, develop and maintain databases for the study that enable storage, merging and management of survey data
- Ensure data are stored appropriately to maintain data integrity, security, and privacy.

### **Staff Supervision and Relationship Management**

- Supervise junior research staff
- Build, develop and maintain effective working relationships with internal and external clients, collaborators and other stakeholders.

***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 tertiary degree in psychology, social sciences, public health or related discipline
- Substantial experience in a research or evaluation environment
- Experience managing and coordinating research or evaluation studies, including the demonstrated ability to prioritise effectively to achieve tasks in agreed timeframes
- Understanding of major survey and research design methods and issues in behavioural research or evaluation
- Ability to design and conduct quantitative research, including an understanding of relevant psychometric issues
- Extensive experience in conducting multivariate statistical analysis using Stata or SPSS and the ability to interpret outputs
- Demonstrated ability and willingness to work independently with minimal supervision, as well as part of a team
- Excellent written communication skills with the ability to write reports and contribute to peer-reviewed manuscripts utilising a strong attention to detail and accuracy
- Effective communication and interpersonal skills, including the ability to clearly communicate research findings to others including non-researchers

### ***Desirable Criteria***

- Master's degree or PhD in behavioural science, public health or related discipline
- Experience with, and/or interest in learning, advanced multivariate statistical techniques
- Demonstrated ability to manage complex data sets
- Experience in supervising research staff and managing and monitoring budgets

#### **Special Requirements**

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