



POSITION DESCRIPTION

Position: Senior Research Officer (CED.199)

Reports To: Head, Cancer Epidemiology

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 SUMMARY

The Cancer Epidemiology Division (CED) conducts a broad range of research aimed at expanding our understanding of the factors that contribute to or protect against the development of cancer, or survival following a cancer diagnosis. It comprises a multidisciplinary team of epidemiologists, statisticians, dieticians, data managers and support staff, committed to understanding how to improve our efforts at cancer control.

CED research is based on several research platforms and programs that contribute to the generation of knowledge about cancer. These include the *Melbourne Collaborative Cohort Study (Health 2020)*; the *Australian Breakthrough Cancer (ABC) Study*; the *Rare or Under-Researched Cancers Program*; the *Prostate Cancer Program*; the *Lifestyle Epidemiology Program* which contains two major sub-programs, *Diet and Nutrition and Physical Activity*; the *Genomic and Molecular Epidemiology Program* which encompasses germline and tumour genetics, epigenetics and other omics. CED researchers collaborate extensively with other researchers in Australia and overseas.

POSITION SUMMARY

Reporting to the Head, Cancer Epidemiology, the Senior Research Officer will provide statistical support and analyses of data from the Epidemiology of Multiple Myeloma in Australia (EMMA) Study. The EMMA Study aims to provide information that will

contribute to the prevention and treatment of multiple myeloma by investigating whether lifestyle choices and environmental factors affect the development of multiple myeloma. In consultation with the project team, this Senior Research Officer will conduct analyses of existing data and contribute to writing manuscripts for publication.

RESPONSIBILITIES

Research and Scholarship

- Conduct statistical analyses of existing epidemiological data to address specific research questions
- Provide statistical support, including analysis, review and advice, to project staff
- Prepare, review and revise statistical analysis plans
- Contribute to research outputs, including scientific papers for publication in peer-reviewed journals and for presentation at local and national meetings and conferences
- Develop and maintain familiarity with relevant peer-reviewed literature.

Data and Reporting

- Ensure all records, study data and analysis files are maintained according to CED operating procedures
- Ensure data is accessed and stored appropriately to maintain data integrity, security, and privacy.

Stakeholder Engagement

- Build and maintain effective working relationships with the research team and other stakeholders to meet the objectives of the project

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

- Master's degree in biostatistics or epidemiology or in a related discipline with extensive statistical training
- Demonstrated experience in carrying out statistical analysis in relevant areas such as epidemiology
- Demonstrated personal commitment to and evidence of achievement in scholarly research
- Ability to analyse epidemiological study datasets using appropriate statistical methods
- Excellent written communication skills with the ability to write reports and contribute to peer-reviewed manuscripts utilising a strong attention to detail and accuracy
- Ability to contribute to discussions concerning study design and data analysis

- Effective communication and interpersonal skills, including the ability to develop and maintain working relationships with internal and external stakeholders
- Ability to prioritise work and meet deadlines, while being flexible and self-motivated, with the drive to create opportunities
- Ability to work autonomously and as part of a team

Desirable Criteria

- Advanced qualifications in statistics
- Proficient user of Stata statistical software

Special Requirements

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