



Position Title: Manager
Responsible To: General Manager
Level : EL2 : \$107,542-\$127,342 (plus 15.4% superannuation)

The Role

The role is consistent with the Australian Public Service Commission Work Level Standards, which are at www.apsc.gov.au/apscrecruitment/worklevelstandards.pdf

The Manager is a senior position requiring a high degree of initiative and skills in staff, large projects and budget management, communication and negotiation.

The Manager will work on significant projects/major activities across the organisation as well as a portfolio of projects to manage. The Manager will oversee the conceptualisation, planning, development and implementation of national strategic projects in cancer control which may include the areas of enhancing service delivery and evidence based practice, for cancer health professionals, consumer engagement and capacity building, health services research, , monitoring and evaluation. The position also requires an understanding of research design and critical analysis of both quantitative and qualitative research. The Manager reports to a General Manager and is accountable for:

- Contributes to the organisations strategic focus and the development of the organisation's business plan and budget with advice from Working and Advisory Groups
- Oversee all aspects of project development, implementation and evaluation for designated programs including ensuring adherence to project timelines and budgets
- Manage contracts and relationships with external groups including contractors and external funding bodies, ensuring reporting and budget requirements are met
- Oversee the coordination of relevant Working Groups and other relevant stakeholders by designated Program team staff
- Line management, mentoring and supervision of designated staff
- Responsible for the quality of the output of designated project teams at each stage of the project lifecycle, including written reports and other outputs, in accordance with organisational processes and principles
- Represent the organisation in relevant national and international forums as agreed by the Chief Executive Officer
- Perform any other duties as required by the Chief Executive Officer

A salary package, depending on qualifications and experience, will be negotiated with the successful applicants.

Aboriginal and/or Torres Strait Islander people are encouraged to apply.

Candidates must base their applications on the job description. Applicants should submit a statement of claims against the selection criteria (no more than 4 pages in length). Selection criteria can be obtained by visiting www.canceraustralia.gov.au or by contacting Julie Binakaj on 02 9357 9400 or recruitment@nbocc.org.au. Applications should also include a brief resume and details of at least two referees. Applications should be forwarded to recruitment@nbocc.org.au or posted to Cancer Australia, Locked Bag 3, Strawberry Hills NSW 2012. **Closing date 1st March 2012.**

Selection Criteria

Candidates should demonstrate the following capacities and behavioural attributes in their approach to their work.¹ Candidates should address the job requirements outlined under each of the essential criteria.

- **Shapes Strategic Thinking**
 - Postgraduate qualifications in a relevant health or science discipline or equivalent professional qualifications are highly desirable
 - High level analytical skills and critical appraisal of both quantitative and qualitative information to influence effective delivery
 - Understanding of the national health environment and its key stakeholders

- **Achieves results**
 - High level project management experience
 - Demonstrated experience in the conceptualisation, planning, development, implementation and evaluation of health programs at state and national levels
 - Ability to balance conflicting priorities and to work to deadlines

- **Cultivates productive working relationships**
 - Demonstrated experience in staff management and leading project teams
 - Ability to work effectively with clinicians, consumers, government and national committees
 - Experience in working with committees at a national level

- **Exemplifies personal drive and integrity**
 - Operates as an effective representative of the organisation in public and internal forums
 - Takes personal responsibility for meeting objectives and progressing work
 - Persists and focuses on achieving objectives even in difficult circumstances

- **Communicates with influence**
 - High level written and oral communication skills and experience in tailoring outputs to meet the needs of specific target audiences
 - Evidence of ability to publish including scientific press is desirable

¹ Essential Criteria for this position are based on the Australian Public Service Commission Capability Framework. More information about this framework can be found at:

<http://www.apsc.gov.au/ils/ilsaps6profile.pdf>