



**Position Title:** Manager, Data (Canberra)  
**Responsible To:** General Manager, Knowledge Management  
**EL1** Salary Range: \$90,137 - \$102,803 (plus 15.4% superannuation)

### **The Role**

The role is consistent with the Australian Public Service Commission Work Level Standards, EL1, which are at [www.apsc.gov.au/apscrecruitment/worklevelstandards.pdf](http://www.apsc.gov.au/apscrecruitment/worklevelstandards.pdf)

The Manager Data will provide oversight and management of Cancer Australia's data program and national data projects. Cancer Australia is seeking an experienced individual with data analysis, stakeholder engagement, team leadership, program management and communication skills. Leading the Data team, the Manager Data will be responsible overseeing Cancer Australia's data program. Duties will include:

- Overseeing the conduct and provide direction and support of a portfolio of data projects
- Undertaking and supervising data analysis to a quality standard
- Developing and writing data reports and technical papers
- Developing and managing partnerships with external stakeholders
- Program management, including management and financial reporting, and monitoring and review of external providers
- Managing reports for externally funded data projects
- Preparation / oversight of the provision of information for internal and external stakeholders
- Managing and leading teams successfully

To be successful in this position the candidate will ideally have a Masters or PhD in population health sciences or health services research, training in biostatistics and demonstrated experience in data analysis. This role requires excellent verbal and written communication skills, the ability to pay attention to detail, maintain a flexible approach and effectively multitask. The successful candidate will have high level stakeholder management skills and a successful track record in cultivating productive working relationships, demonstrated experience in successful team management, and be able to work autonomously and as part of a team.

Previous experience in program development, implementation and management, knowledge or experience in developing metadata standards in the Australian Institute for Health and Welfare's Metadata Online Registry (METeOR), and a familiarity with cancer related medical terminology will be highly regarded. The successful applicant will also be technically proficient in MS Office and must have experience in the use of statistical packages such as SPSS or similar. Previous experience working in the Public Service would be highly regarded.

Candidates must base their applications on the job description. Applicants should submit a statement of claims against the selection criteria (no more than four pages in length).

Selection criteria can be obtained by visiting [www.canceraustralia.gov.au](http://www.canceraustralia.gov.au) or by contacting Julie Binakaj on 02 9357 9400 or [recruitment@nbocc.org.au](mailto: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](mailto:recruitment@nbocc.org.au) or posted to Cancer Australia, Locked Bag 3, Strawberry Hills NSW 2012. The closing date for applications is 17 February 2012.

## Selection Criteria

The successful candidate must demonstrate the following capabilities<sup>1</sup>, skills and experience:

- ***Supports strategic direction***
  - ❖ A Masters or PhD in population health sciences or health services research
  - ❖ Ability to identify, design/develop activities to meet strategic outcomes
  - ❖ Demonstrated ability to negotiate with stakeholders to reach a mutually agreeable outcome
  - ❖ Proven experience in effective and timely responses to stakeholder feedback
  
- ***Achieves results***
  - ❖ Demonstrated ability to successfully lead and manage teams
  - ❖ Experience in the analysis and preparation of data reports / papers
  - ❖ Ability to collaborate with professional expertise of staff / stakeholders to undertake a project
  - ❖ Proven experience in managing projects / programs from initiation to completion on time and on budget
  
- ***Cultivates productive working relationships***
  - ❖ Demonstrated ability to cultivate and manage partnerships with external stakeholders and successfully build relationships with internal stakeholders.
  - ❖ Displays an understanding of individual differences and diversity within the workplace
  
- ***Exemplifies personal drive and integrity***
  - ❖ Demonstrated understanding of public service professionalism including commitment with APS code of conduct and organisational values
  - ❖ Demonstrates self-awareness and a commitment to personal development
  - ❖ Ability to show initiative and creativity in the approach to problem solving
  - ❖ Excellent organisational skills with the ability to work to deadlines and balance priorities, including successful management of difficult situations
  
- ***Communicates with influence***
  - ❖ Excellent written and verbal communication skills including a high level of attention to detail and familiarity with cancer related medical terminology
  - ❖ Ability to tailor communications for different audiences
  - ❖ Experience in negotiating with stakeholders

---

<sup>1</sup> 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>