



Position Title: Senior Project Officer, Research
Responsible To: Manager
Level: APS6 : \$73,349 - \$82,750 (plus 15.4% superannuation)

The Role

The role is consistent with the Australian Public Service Commission Work Level Standards, APS level 6, which are at www.apsc.gov.au/apscrecruitment/worklevelstandards.pdf.

The Senior Project Officer, Research will provide input to evidence-related activities as part of the Evidence Review Team (ERT). Cancer Australia is seeking an experienced individual with a high degree of initiative and strong research and communication skills. Working within the ERT, the Senior Project Officer, Research will be responsible for undertaking evidence reviews including systematic reviews, monitoring ongoing research activity and ensuring Cancer Australia is up-to-date with emerging relevant evidence. Duties include:

- Undertaking evidence reviews, including systematic reviews, in defined topic areas
- Critically evaluating, interpreting and synthesising information
- Providing input to evidence-related enquiries
- Liaising with both internal and external stakeholders including evidence review and guideline development groups
- Maintaining surveillance of national and international guidelines, research and evidence review activity of relevance to Cancer Australia.

To be successful in the position the candidate will have experience in undertaking evidence reviews, excellent verbal and written communication skills and be able to work autonomously and as part of a team. This role requires the ability to pay attention to detail, maintain a flexible approach and to effectively multitask. The successful applicant will also be technically proficient in MS Project, Office, Outlook and Explorer, and be familiar with Endnote or similar referencing systems. A tertiary qualification in health or biological sciences is required.

The successful candidate will be offered an initial non-ongoing contract for 12 months.

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: 5 March 2012**

Selection Criteria/Qualifications:

A tertiary qualification in health or biological sciences is required and a Masters qualification is highly desirable and would be highly regarded.

Experience/essential skills:

The successful candidate must demonstrate the following capabilities¹, skills and experience.

- Supports strategic direction
 - Supports shared purpose and direction – understanding of evidence-based medicine, including the concept of systematic reviews.
 - Harnesses information and opportunities – demonstrated ability in conducting reviews of evidence, including systematic reviews.
- Achieves results
 - Identifies and uses resources wisely – experience in using resources, such as information sources or input from advisors, to achieve a required outcome.
 - Applies and builds professional expertise – skills and experience in critically evaluating, interpreting and synthesising information.
 - Responds positively to change – ability to review and update information/approach, based on stakeholder feedback.
 - Takes responsibility for managing work projects to achieve results – demonstrated time management skills and experience in completing evidence reviews.
- Supports productive working relationships
 - Nurtures internal and external relationships – ability to work autonomously and as part of a team.
 - Listens to, understands and recognises the needs of others – ability to liaise with and maintain professional relationships with key stakeholders.
- Displays personal drive and integrity
 - Commits to action – ability to show initiative and creativity in the approach to problem solving, particularly in relation to obtaining information.
 - Promotes and displays a positive and balanced approach to work – excellent organisational skills with the ability to work to deadlines and balance priorities.
- Communicates with influence
 - Communicates clearly – excellent written and verbal communication skills.
 - Negotiates confidently – experience in negotiating with stakeholders

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>