



Position Title: Senior Project Officer-non ongoing up to 12months
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, which are at www.apsc.gov.au/apscrecruitment/worklevelstandards.pdf

Cancer Australia is seeking Senior Project Officers to work in service delivery and clinical practice initiatives on a number of projects, focusing on the development and conduct of national programs in cancer enhancing service delivery, which may include; development of new models of care, evidence-based resources, health services research and analysis of project data and evaluation. The role involves the following duties, working to a Manager:

- To develop and manage programs and projects
- To manage funding plans, agreements, contracts and procurement
- To undertake research and analysis to inform policy and practice
- Undertake tasks of a specialised nature including research, analysis and the preparation of more complex papers, submissions and reports
- Undertake the preparation of correspondence and replies to Parliamentary Questions, Ministerial representations and other briefing material
- Consult and liaise with internal and external stakeholders including, other government agencies, State and Territory authorities, consumers and professional organisations
- Represent Cancer Australia in a variety of forums involving internal and external stakeholders
- Have the ability to take direction, demonstrate initiative, be a team player and work under pressure

To be successful in this position the candidate will have experience in project management, understand the national health environment and service delivery, be able to work effectively and engage with stakeholders. The ideal candidate will also have tertiary qualifications in a health, science, social science or related discipline and post graduate qualifications in health or social sciences or equivalent experience are desirable.

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). Applications should also include a brief resume and details of at least two referees. Applications should be to recruitment@nbocc.org.au or posted to Cancer Australia, Locked Bag 3, Strawberry Hills NSW 2012.

Closing Date 27th February 2012.

Selection Criteria

Candidates should demonstrate the following capabilities and behavioural attributes in their approach to their work¹. Candidates should address the job requirements outlined under each of the essential criteria.

Contributes to strategic thinking

- Tertiary qualifications in a health, policy, science, social science or related discipline
- Post graduate qualifications in health or social sciences or equivalent experience is desirable
- Demonstrated understanding of health service delivery systems and/or policy development

Achieves results

- Experience in the successful management of projects in service delivery
- Experience in change management within health sectors or organisations
- Excellent organisation skills with the ability to work to deadlines and balance priorities
- Proficient in MS Project, Office, Outlook and Explorer

Supports productive working relationships

- Demonstrated ability to work as part of a team and independently
- Builds and sustains positive relationships with stakeholders and clients

Displays Personal Drive and Integrity

- Demonstrated initiative and energy to see that goals are achieved
- Acts professionally at all times and operates within the boundaries of organisational processes

Communicates with influence

- Demonstrated ability to liaise with health professionals and community representatives
- Excellent oral and written communication skills, including ministerial and report writing

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/ilsaps6profile.pdf>