



Position Title: Senior Project Officer, Data (Canberra)
Responsible To: Manager, Data
APS6 Salary Range: \$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, Data (Canberra) will provide support for Cancer Australia's data program. Cancer Australia is seeking an individual with strong data analysis, stakeholder engagement, project/program management and effective communication skills. Working within the Data team, the Senior Project Officer, Data (Canberra) will be responsible for managing and conducting a range of data projects. Specific duties will include:

- Undertake data analysis
- Prepare data reports and technical papers
- Develop Data Set Specifications
- Develop metadata standards in METeOR (the Australian Institute for Health and Welfare's Metadata Online Registry)
- Liaise with internal and external stakeholders
- Undertake project management, including budget management, monitoring and reporting and management of data projects being conducted by external groups/organisations

The successful candidate for this position will have a tertiary qualification and post graduate degree in epidemiology or a related public health discipline with an emphasis on epidemiology, as well as formal training in biostatistics and experience in data analysis and quantitative skills. A familiarity with cancer related medical terminology is essential to this role.

The successful applicant will be technically proficient in MS Office, Explorer and must have experience in the use of statistical packages such as SPSS or similar. Knowledge or experience in developing metadata standards in the Australian Institute for Health and Welfare's Metadata Online Registry (METeOR) will be highly regarded. Previous experience working in the Public Service will 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 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. The closing date for applications is 17 February 2012.

Selection Criteria

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

- ***Contributes to strategic thinking***
 - ❖ A tertiary qualification with and post-graduate degree in epidemiology or a related public health discipline with a strong emphasis on epidemiology
 - ❖ Formal training in biostatistics and experience in data analysis
 - ❖ Demonstrated understanding of issues associated with cancer data collection at the state and national level

- ***Achieves results***
 - ❖ Experience in the successful management of projects/programs from initiation to completion, including management and monitoring of budgets
 - ❖ Demonstrated ability to analyse and prepare data reports/papers
 - ❖ Proficient in MS Office, Explorer and experience in use of statistical packages such as SPSS or similar

- ***Supports productive working relationships***
 - ❖ Demonstrated ability to work as part of a team and autonomously
 - ❖ Ability to liaise with and maintain professional relationships with key stakeholders

- ***Shows personal drive and integrity***
 - ❖ 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

- ***Communicates with influence***
 - ❖ Excellent written and verbal communication skills including a high level of attention to detail and familiarity with cancer related medical terminology

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>