



Position Title: Senior Project Officer – multiple positions
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 multiple Senior Project Officers to work across the organisation on a number of projects, focusing on the development and conduct of national programs in cancer, 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

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

The following essential criteria must be addressed:

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.

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
- 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/ils/ilsaps6profile.pdf>