**POSITION DESCRIPTION****Senior Communications Officer**

## About the Role

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| **Classification** | APS Level 6 | **Job Reference** | CA2425-022 |
| **Branch** | EPIC | **Section** | Health Promotion and Communication |
| **Location** | Sydney or Canberra | **Employment Type** | Non-ongoing  Full-time |
| **Reports to** | Director | **Agency Information** | [www.canceraustralia.gov.au](http://www.canceraustralia.gov.au) |
| **Salary** | $96,211 to $108,543 p.a. (plus 15.4% employer superannuation) | | |
| **Closing Date** | Tuesday, 17 June 2025 | | |
| **Eligibility Requirements** | Must be an **Australian Citizen**.  The successful candidate will be required to undergo pre-employment checks and may be required to obtain/maintain a Baseline security clearance (minimum requirement depending on role) | | |
| **Qualifications** | * Tertiary qualifications in media, journalism, communications or a related field (or equivalent experience) * Minimum three years’ experience in the development and implementation of media strategies, including preparation of media releases and media liaison. * Experience working closely with or for government on media and communications strategies and messaging. * Experience in health, medical, science or related fields is desirable. | | |
| **How to Apply** | Write a one-page pitch and tell us why you are the right person for the job. We want to know why you are interested in the role, what you can bring to Cancer Australia, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you? ***(maximum words 1000)***  Your application must include an Application Cover Form, written pitch and your resume. Please refer to the job vacancy page on our website for the template. Please submit your completed application to: [recruitment@canceraustralia.gov.au](mailto:recruitment@canceraustralia.gov.au) | | |

**About Cancer Australia**

As the Australian Government’s national cancer control agency, Cancer Australia aims to reduce the impact of all cancers and improve outcomes and experiences for all people affected by cancer.

The *Cancer Australia Act 2006* established Cancer Australia to provide leadership and vision, support to consumers and health professionals, and make recommendations to the government about cancer policy and priorities.

The agency is subject to *the Public Service Act 1999*, *Auditor General Act 1997* and is a non-corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013* and is part of the Department of Health, Disability and Ageing Portfolio.

**How we operate**

Cancer Australia works collaboratively across the entire cancer control system with Australians affected by cancer, health professionals, researchers, policy makers and service providers. The agency is a respected thought leader in the sector and is uniquely positioned to provide robust, world-leading advice to the Australian Government on cancer policy priorities.

Cancer Australia works closely with Aboriginal and Torres Strait Islander people to integrate First Nations’ perspectives and co-design improved cancer experiences and outcomes for Aboriginal and Torres Strait Islander people. It fulfills its statutory obligations to fund cancer research by building research capability and addressing emerging priorities for cancer research. It also lends expertise to inform international cancer control.

Cancer Australia provides evidence-based cancer information to cancer consumers, health professionals and the community.

Cancer Australia uses its position as a trusted collaborator to facilitate a unity of purpose across the sector in setting priorities for cancer control both in Australia and internationally.

The agency leverages its stakeholder relationships to cost-effectively harness the most eminent advice on any cancer issue at short notice.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar roles. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

**Evidence, Priority Initiatives and Communications Branch**

The EPIC Branch is comprised of three sections: Lung and Pancreatic Cancer Initiatives Section; Evidence and Data Section and Health Promotion and Communication Section. The Branch delivers a range of initiatives to reduce disparities and improve cancer outcomes for all Australians, including through:

* delivering priority programs targeting cancers with poorer outcomes including lung and pancreatic cancers
* improving the national collection of data, undertaking data analysis and identification of variations in cancer outcomes across Australia through the National Cancer Data Framework and National Cancer Control Indicators
* strategically promoting Cancer Australia as a trusted voice through Cancer Australia’s external digital communications channels and media
* supporting Cancer Australia and its partners to implement the Australian Cancer Plan.

**Duties and Tasks**

The Senior Communications Officer plays a key role in the development and implementation of communication activities which lead and influence the national cancer control agenda and position and promote Cancer Australia as a trusted and reputable leader in cancer control.

The role involves the successful execution of strategic, proactive, multi-faceted communication approaches to impart knowledge about cancer, build and extend effective channels of communication and leverage collaborations across sectors to improve outcomes for Australians affected by cancer.

The Senior Communications Officer will:

* Develop and coordinate multi-channel communication strategies that increase reach of Cancer Australia Cancer Australia’s evidence-based cancer messages and information and support Cancer Australia to meet its strategic and business objectives;
* Coordinate and facilitate events and launches; promote and disseminate Cancer Australia initiatives and resources, coordinate the development of corporate materials and coordinate cancer awareness activities
* Project manage communication projects, including the coordination of project team and resources, communication plans, timelines, procurement and contracts, budget coordination, risk assessment and achieve and report on results;
* Relationship management with internal and external stakeholders to strengthen effective working relationships across teams, meet key health promotion objectives and support collaboration across sectors;
* Develop communication materials for diverse purposes, including web-content, e-alerts, correspondence, briefs and presentations.
* Contribute to development and implementation of innovative approaches to raise awareness of new health initiatives, platforms, resources and events using e-communication and social media channels.
* Undertake activities as specified to support Cancer Australia’s communications requirements, including media monitoring and website content
* Post approved content on and monitor Cancer Australia’s social media channels.
* Provide administrative and procurement support in compliance with government legislation
* Work independently and unsupervised, set individual work plans, demonstrate initiative, work effectively with the team and deliver work under pressure with competing deadlines.

**The Person**

Cancer Australia is seeking a highly motivated and results oriented individual. The successful candidate will be able to make a major contribution to the design and successful execution of strategic multi-faceted communications approaches in line with the Agency’s mission and strategic directions, have strong writing skills, be adept at harnessing resources and information across the Agency to achieve high quality results, take responsibility for delivering on intended outcomes and act with a high degree of professionalism and integrity.

The following qualifications and experience are required:

* Tertiary qualifications in media, journalism, communications or a related field (or equivalent experience)
* Minimum three years’ experience in the development and implementation of media strategies, including preparation of media releases and media liaison.
* Experience working closely with or for government on media and communications strategies and messaging.
* Experience in health, medical, science or related fields is desirable.

Please note that, on occasion, this position may need to be available out of hours to respond to media enquiries and event requirements.

**Selection Criteria**

To be successful in this role, candidates must be able to demonstrate the following APS capabilities:

1. **Shapes strategic thinking** - Provides direction to the team regarding the purpose and importance of their work in achieving the Agency’s strategic objectives and communicates expected outcomes.
2. **Achieves results** - Manage a team to develop and deliver on key priorities and programs. This may include actively managing project timelines and deliverables, reporting, effectively managing risk, and identifying opportunities for continuous improvement.
3. **Cultivates productive working relationships** - Be a positive team player who demonstrates sound leadership skills and fosters a collaborative and high-performing team.
4. **Communicates with influence** - Be able to communicate with influence and effectively engage and nurture relationships with a range of stakeholders.
5. **Exemplifies personal drive and integrity** - Displays and promotes ethical behaviour in accordance with the APS Code of Conduct, APS values and APS Employment Principles.

These capabilities are defined and illustrated in the APS6 Capability Profile:  [https://www.apsc.gov.au/sites/default/files/2021-06/ilsaps6profile.pdff](https://www.apsc.gov.au/sites/default/files/2021-06/ilsel1profile.pdf).

**Qualifications and other requirements**

* To be considered for non-ongoing or ongoing employment, candidates must be **Australian Citizens**.
* The successful candidate will be required to undergo pre-employment checks and to obtain/maintain a Baseline security clearance (minimum requirement depending on role).
* Tertiary qualifications in relevant disciplines are desirable.