**POSITION DESCRIPTION**

**Assistant Director, Governance and Reporting**

## About the Role

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| **Classification** | Executive Level 1 | **Job Reference** | CA2526-005 |
| **Branch** | Corporate Operations | **Section** | Governance and Reporting |
| **Location** | Sydney or Canberra | **Employment Type** | Ongoing / non-ongoing  Full-time / part-time |
| **Reports to** | Branch Head, Corporate | **Agency Information** | [www.canceraustralia.gov.au](http://www.canceraustralia.gov.au) |
| **Salary** | $118,230 to $134,845 p.a. (plus 15.4% employer superannuation) | | |
| **Closing Date** | Sunday, 28 September 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 qualification in health/government/public policy or related field. * Demonstrated ability to lead a team, work as part of a team and work independently. * Experience in ministerial/parliamentary liaison including senate estimates. * Experience in governance, compliance and/or public reporting requirements for agencies under the PGPA Act is desirable. * Experience in provision of secretariat support to high-level national/intergovernmental committees 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 700)***  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  Completed applications should be emailed 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 Health 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 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.

Cancer Australia has offices in both Sydney and Canberra.

Cancer Australia supports a flexible working environment, along with a high-performance culture to deliver the best cancer outcomes for all Australians.

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 over the next 18 months.

## The Role

The Assistant Director, Governance and Reporting leads a small, dedicated team in planning, co-ordinating and delivering key outcomes for the agency. This includes the coordination of parliamentary services for the agency, strategic management of the agency’s business planning processes, preparation of corporate documents, and liaison with the Department & Minister’s Office.

The Assistant Director, Governance and Reporting will be responsible for undertaking the following duties:

* Manage Cancer Australia’s business planning processes
* Manage secretariat support to Cancer Australia’s Advisory Council and other key advisory groups
* Manage Cancer Australia’s reporting responsibilities under the PGPA Act, including preparation of Portfolio Budget Statements, Corporate Plan and Annual Report, and the ongoing monitoring of deliverables and performance
* Manage input/responses to parliamentary requests, including Question Time Briefs, Questions on Notice, Ministerial correspondence and Senate Estimates briefing papers
* Oversee Ministerial briefings
* Liaise with key contacts in relevant Departmental and Ministerial offices
* Manage other tasks as required, such as procurement support and advice and Freedom of Information requests.

## The Person

Cancer Australia is seeking a highly motivated, strategic and achievement-oriented person to manage the Governance & reporting team to deliver quality outcomes.

To be successful in this role, candidates must be able to meet the capabilities required for EL1 positions (as outlined in the selection criteria below) and to demonstrate the following attributes:

1. **Supports strategic direction**

* Inspires a sense of purpose and direction including providing direction to others regarding the purpose and importance of their work
* Harnesses information, including probing information and identifying any critical gaps
* Shows judgement, intelligence and common-sense, including undertaking objective, systematic analysis and drawing accurate conclusions based on evidence.

1. **Achieves results**

* Steers and implements change and deals with uncertainty, including establishing clear plans and timeframes and outlines specific activities
* Ensures closure and delivers on intended results, including commitment to achieving quality outcomes, monitoring project progress and adjusting plans as required.

1. **Cultivates productive working relationships**

* Nurtures internal and external relationships, including through building and sustaining relationships with a network of key people internally and externally
* Facilitates cooperation and partnerships, including working collaboratively and operating as an effective team member
* Guides, mentors and develops people, including delivering constructive, objective feedback in a manner that gains acceptance and achieves resolution.

1. **Exemplifies personal drive and integrity**

* Engages with risk and shows personal courage, including acknowledging mistakes and learning from them, and seeking guidance and advice when required
* Displays resilience, including through remaining positive and responding to pressure in a controlled manner.

1. **Communicates with influence**

* Communicates clearly, including selecting the most appropriate medium for conveying information and structuring written and oral communication to ensure clarity
* Listens, understands and adapts to audience, including through seeking to understand the audience and tailoring communication style and message accordingly.

These capabilities are defined and illustrated in the EL1 Capability Profile:

[Integrated Leadership System (ILS) EL1 profile | Australian Public Service Commission](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils/ils-resources-profiles-comparatives-and-self-assessment/integrated-leadership-system-ils-el1-profile)