**POSITION DESCRIPTION**

**Program Officer, Communications**

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| **Classification** | APS Level 5 | **Job Reference** | CA2526-004 |
| **Branch** | Evidence, Priority Initiatives and Communications | **Section** | Health Promotion and Communication |
| **Location** | Sydney or Canberra | **Employment Type** | Ongoing / non-ongoing Full-time |
| **Reports to** | Assistant Director  | **Agency Information** | [www.canceraustralia.gov.au](http://www.canceraustralia.gov.au) |
| **Salary** | $87,213 to $92,051 p.a. (plus 15.4% employer superannuation)  |
| **Closing Date** | Monday, 29 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** | Academic qualifications in a relevant discipline are desirable but not essential.  |
| **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 templateCompleted applications should be emailed to: 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.

This exciting opportunity is available in the Evidence, Priority Initiatives and Communications (EPIC) Branch and it contributes to improving cancer outcomes for all Australians.

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.

**The Role**

One [Program Officer](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/work-level-standards-aps-level-and-executive-level-classifications) position is available in the Health Promotion and Communications section. This section is responsible for developing and implementing multi-channel communication strategies that increase the reach of Cancer Australia’s evidence-based cancer messages and information, and support Cancer Australia to meet its strategic and business objectives.

In this role, the successful candidate will:

* Provide coordination and administrative support for communication initiatives, including announcements, releases, promotional and awareness campaigns and launches.
* Provide administrative and procurement support in compliance with legislation and government policy.
* Compile and coordinate stories for the completion and dissemination of Cancer Australia’s Cancer Connect e-newsletter.
* Contribute to the drafting of communication materials.
* Provide media monitoring and other activities as required.
* Update website and intranet content under supervision.
* Post approved content on, and monitor, Cancer Australia’s social media channels.
* Coordinate Section input to reports and other corporate documents.
* Track section expenditure and assist the Director, Health Promotion and Communication with expense reconciliations.
* Monitor and manage an external-facing mailbox, including coordination of external enquiries and intellectual property requests.
* Display and promote ethical behaviour in accordance with the [APS Code of Conduct, APS values and APS Employment Principles.](https://www.apsc.gov.au/working-aps/integrity/integrity-resources/code-of-conduct)

**The Person**

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

1. **Supports strategic thinking** – Understands, supports and promotes the strategic direction of the Section in alignment with Branch and Agency objectives.
2. **Achieves results** - Commits to achieving quality outcomes and sees projects through to completion whilst remaining responsive and positive to changes in requirements.
3. **Supports productive working relationships** - Builds and sustains positive relationships with team members and stakeholders.
4. **Displays personal drive and integrity** - Displays and promotes ethical behaviour in accordance with the APS Code of Conduct, APS values and APS Employment Principles.
5. **Communicates with influence** - Confidently presents messages in a clear, concise and articulate manner, and selects the most appropriate medium for conveying information.

These capabilities are defined and illustrated in the APS5 Capability Profile: <https://www.apsc.gov.au/sites/default/files/2021-06/ilsaps5profile.pdf>