



POSITION DESCRIPTION

Senior Design and Production Officer



About the Role

Classification	APS Level 6	Job Reference	CA2425-018
Branch	Evidence, Priority Initiatives and Communications	Section	Health Promotion and Communication
Location	Sydney or Canberra	Employment Type	Ongoing / Non-Ongoing Full-time / part-time
Reports to	Assistant Director	Agency Information	www.canceraustralia.gov.au
Salary	\$96,211 to \$108,543 p.a. (plus 15.4% employer superannuation)		
Closing Date	Sunday, 6 April 2025		
Eligibility Requirements	<p>Must be an Australian Citizen.</p> <p>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)</p>		
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in graphic/print design are highly desirable • At least five years' relevant experience and a demonstrated understanding of electronic and traditional media are highly desirable. • High level computer literacy with Adobe Creative Cloud and office360. • Knowledge of fundamental web design principles and content management systems • Knowledge of the health environment is desirable. • Experience with Commonwealth Government processes is considered desirable. 		
How to Apply	<p>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)</p> <p>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</p>		

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.

Evidence, Priority Initiatives and Communications Branch (EPIC)

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 Design and Production Officer is responsible for the management, creative development and production of all design work within the Health Promotion and Communication (HP&C) team at Cancer Australia and leads the brand management of Cancer Australia's corporate profile and all public materials.

The Senior Design and Production Officer is also responsible for the project management of key production projects including the Annual Report, the design, production and development of electronic assets for all digital platforms, creation of print ready resources, setting design styles and presentation templates across the organisation, operating within production budgets, managing external providers and contractors relevant to the production process and undertaking administrative and procurement duties in compliance with government regulations.

This role plays a key role in the implementation of Cancer Australia's business plan, ensuring timely delivery on all business objectives, including projects, resources, website, and events.

Role responsibilities include:

- ▶ Project manage the production of a range of digital and print resources on time and within budget, while working with competing priorities and tight deadlines
- ▶ Manage design projects from inception to completion – concept creation interpreting the brand creatively, while maintaining and implementing brand consistency, corporate style and branding regulations
- ▶ Ensure and support staff to understand and comply with the corporate identity guidelines
- ▶ Advise on and assist with the promotion of the organisation through social media platforms and new and emerging technology
- ▶ Manage the production of a range of video and video animation resources, working across all levels of the agency
- ▶ Quality-assure all design work and relevant content during the production process
- ▶ Develop and maintain strong relationships with internal and external key stakeholders to ensure client satisfaction
- ▶ Develop and maintain productive working relationships with external contractors and suppliers to achieve cost effectiveness and fast turn-around.
- ▶ Undertake in-house design, typesetting and the development of all resources in line with WCAG2.0 Accessibility Standards
- ▶ Assist with the publishing of web content across Cancer Australia's corporate websites
- ▶ Develop and manage the production budget under the supervision of the Director, Health Promotion and Communication.
- ▶ Display and promote ethical behaviour in accordance with the [APS Code of Conduct, APS values and APS Employment Principles](#).

The Person

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

1. **Supports strategic thinking** – Understands, supports and promotes the strategic direction of the Team 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 APS6 Capability Profile:

<https://www.apsc.gov.au/sites/default/files/2021-06/ilsaps6profile.pdf>