**POSITION DESCRIPTION**

**Senior Program Officers / Senior Policy Officers**

## About the Role

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | APS Level 6 | **Job Reference** | CA2425-019 |
| **Branch** | Various | **Section** | Various |
| **Location** | Sydney or Canberra | **Employment Type** | Ongoing / non-ongoing Full-time / part-time  |
| **Reports to** | Assistant 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** | Sunday, 13 April 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** | No mandatory qualifications are needed, although experience in a similar position within the APS environment would be highly 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 |

## 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 and Aged Care 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.

## Duties and Tasks

As an APS 6 Senior Program Officer/Senior Policy Officer within Cancer Australia, you will work as a key member of teams across the Agency, including teams within the Clinical Policy Advice Branch, Cancer Control Strategy Branch and Evidence, Priority Initiatives & Communications Branch.

Work involves projects or programs related to access and equity, treatment and care in cancer control, funding cancer research, supporting clinical trial groups and driving improvements to the national cancer data landscape. These roles also involve contributing to policy development & public reporting activities.

Positions are designed with flexibility in mind, with the potential for some interchangeability between the policy and program streams to meet operational requirements.

We are currently seeking Senior Program Officers who will play a key role in the management of programs of work within one of the Branches.

Accountabilities may include:

* Developing, managing and delivering projects, including monitoring progress and achieving project outcomes.
* Undertaking desk-top research and analysis to complete synthesis of complex information, including research findings.
* Evaluating evidence to support the development of best practice guidance.
* Developing and managing funding plans, agreements, contracts, grants and procurement activities.
* Contributing to strategic planning across work program.
* Contributing to the preparation of high-quality policies, plans, reports and briefing materials
* Providing secretariat support for stakeholder meetings
* Liaising with internal and external stakeholders and attending meetings with them.
* Providing guidance and support to team members.

## 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>