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| Position Title | Alcohol Policy and Research Senior Coordinator | Report to | Alcohol Program Manager |
| Division & Team | CP&R / Alcohol Programs | Location | Subiaco |
| New position or revision & date | New position | | |

Position Purpose

This role coordinates alcohol prevention policy and research projects at Cancer Council Western Australia (CCWA).

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| Our Vision | Achieve a cancer-free future for our community. |
| Our Purpose | Cancer Council Western Australia works with our community to reduce the incidence and the impact of cancer. |
| Our Values | <p><i>Making a real difference</i> We seek to have a major positive impact on the lives of all West Australians. We never stop seeking to improve and innovate what we do and are prepared to take risks to achieve breakthrough results.</p> <p>We do this by living the following values:</p> <ul style="list-style-type: none"> • <i>Integrity</i> We have high standards and we do what we say we will do. We are transparent and consistent in the way we work and relate. • <i>Evidence</i> We always seek the most solid foundation of evidence available in every practice we embrace. • <i>Care</i> We are passionate about our mission and deeply value our community and each other. We show empathy for those we are here to serve, respect and value our staff and volunteers and do everything we do with great care. • <i>Collaboration</i> We actively engage with others and each other to achieve our shared objectives. We create inclusive and empowering connections with and between our stakeholders to build the capacity we need to bring about great change. • <i>Equity</i> We work positively with people of different backgrounds, status and education to help them achieve the best possible level of health and wellbeing. • <i>Boldness</i> We engage in continuous improvement and innovation and take risks to achieve results. |

| Key Responsibility Area | Inputs - Key Activities | Outputs - What is expected/end result | Measures - How it is measured |
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| Operational | | | |
| | <p>Coordinate all aspects associated with alcohol prevention policy.</p> | <p>Contribute to the strategic planning, delivery and workflow of the Mental Health Commission contract – Mental Health, Alcohol and Other Drug Prevention, Public Education for Behaviour Change Services.</p> <p>Contribute to the strategic planning, delivery and workflow of the Healthway-funded public health advocacy services for preventing harm from alcohol.</p> <p>Develop and regularly review evidence-based alcohol prevention policy priorities in consultation with Alcohol Program Manager.</p> <p>Monitor new evidence as it becomes available to inform alcohol prevention policy priorities.</p> <p>Monitor and identify changes to alcohol policy locally, nationally and internationally.</p> <p>Work directly with stakeholders to undertake coordinated advocacy to progress CCWA's alcohol prevention policy priorities.</p> <p>Prepare submissions and correspondence to relevant policy inquiries, reviews and consultations.</p> | <p>Feedback from key stakeholders indicates CCWA's alcohol prevention policy priorities are evidence based and endorsed by experts and funding partners.</p> <p>An up-to-date library of evidence is maintained (e.g., using referencing software).</p> <p>Where appropriate, advocacy is supported by coordinated public relations, social media and other activities. Activities are implemented with support and positive feedback from stakeholders.</p> <p>Submissions and correspondence are drafted in a timely manner and are supported by relevant evidence.</p> <p>Regular contributions of a satisfactory standard about alcohol prevention are made for internal and external publications and presentations.</p> |

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| | | Contribute to team publications such as Alcohol Action Station, internal/external presentations, and external communications (e.g., newsletters). | |
| | Commission and undertake policy relevant research projects to inform and progress alcohol policy priorities. | <p>Initiate and undertake policy relevant research studies that explore relevant aspects of alcohol prevention.</p> <p>Lead and contribute to alcohol prevention evidence through publication of peer-reviewed papers, research study reports and other opportunities.</p> <p>Develop policy relevant research briefs and commission relevant external agencies.</p> <p>Develop and maintain research partnerships and contribute to research led by external researchers/research teams that align with CCWA's alcohol prevention priorities.</p> | Research is conducted to an acceptable standard to pass peer review and/or feedback from key stakeholders. |
| | Campaigns and reporting. | <p>Contribute to the delivery of public education campaigns and regular reporting in line with contractual arrangements with funders.</p> <p>Provide budget support to the Alcohol Program Manager in coordinating budget processes for campaign funds.</p> | <p>Funders report they are satisfied with contract delivery and reporting.</p> <p>Alcohol Program Manager is satisfied program is within budget.</p> |
| Relationship Management | | | |
| | Develop and manage internal and external key stakeholder relationships. | Proactively engage and maintain relationships with key stakeholders that encourage quality outcomes for alcohol prevention strategies, including (but not limited to) funding agencies, government departments, non- | Feedback from key stakeholders indicates effective and productive relationships are maintained. |

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| | | government organisations, researchers, and clinicians. | |
| | Supervise the workflow and support the professional growth of the Alcohol Project Officer. | Ensure the Alcohol Project Officer is allocated tasks to assist in the delivery of the Healthway-funded public health advocacy services for preventing harm from alcohol. | Alcohol Project Officer work plans are developed and deadlines achieved. Alcohol Project Officer reports direction is clear. |
| | Represent Cancer Council WA at appropriate meetings, seminars and other events. | Cancer Council is represented in a professional manner at internal and external events. Coordinate events and initiatives to build alcohol control capacity in WA. | Stakeholder feedback indicates that Senior Coordinator is positive and constructive, and a reliable representative. Feedback from key stakeholders indicates capacity building projects are delivered to a satisfactory level. |
| Workplace Health and Safety | | | |
| | All team members are trained in all relevant Workplace Health and Safety processes relevant to their position. Appropriate personal protective equipment is used at all relevant times. Any situation, event or incident that is in breach of Workplace, Health and Safety policies or procedures is identified and reported and corrective actions implemented where appropriate. | Attendance at required WHS training. PPE worn correctly at all times. Hazards & Accidents reported. | No Lost Time Injury. The workplace is maintained in a safe condition 100% of the time. |

| Selection Criteria | Essential | Desirable |
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| Experience in required industry and or position | | |
| Tertiary qualification in health-related field | X | |
| 5 years' experience in development and delivery of public health research, programs or campaigns | X | |
| Demonstrated experience in building and maintaining effective working relationships with internal and external stakeholders | X | |
| Knowledge and understanding of state and national policy landscape for preventing harm from alcohol use. | X | |
| Experience in supervising staff and volunteers | X | |
| Abilities | | |
| Demonstrated ability to work independently and as part of a team | X | |
| Strong interpersonal, verbal and written communication skills, including public speaking and report writing | X | |
| Demonstrated experience and understanding of health research methods. | X | |
| Knowledge of current local and national cancer control priorities | | X |
| Licenses or Security Clearances | | |
| N/A | N/A | N/A |
| CCWA Values | | |
| Demonstrated understanding of and commitment to the values of Cancer Council WA | X | |
| Positive approach to the workplace | X | |