

Position Title	Cancer Screening Project Officer	Report to	Cancer Education and Screening Manager
Division & Team	CP&R / Cancer Education and Screening	Location	Subiaco
New position or revision & date	Revision December 2024		

Position Purpose

The Cancer Screening Project Officer (CSPO) will work as part of the Cancer Education and Screening (CES) team to support the development, implementation and evaluation of the Bowel Cancer Screening Education and Promotion (BCSP) project as well as supporting the broader objective of promoting and providing education for consumers on the national cancer screening programs and symptom awareness for the early diagnosis of cancer.

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
Operational			
	<p>Support and/or coordinate the planning, development, implementation and evaluation of BCSP activities, including campaign, community presentations and outreach work.</p> <p>Provide project and resource development support BCSP and the broader CES team</p>	<p>Work with the Cancer Screening team (Manager and Senior Coordinator) to develop annual project strategy</p> <p>Support community engagement events by organising logistics such as scheduling, venue and catering.</p> <p>Attend/facilitate (including presenting at education events (both within and outside of usual business hours) in collaboration with the Cancer Screening Senior Coordinator.</p> <p>Liaise with key stakeholders on the implementation of BCSP and other cancer screening activities</p> <p>Provide administration support to the team as required</p> <p>Support the development and distribution of appropriate resources in collaboration with Cancer Screening Senior Coordinator this includes but is not limited to grant applications, reports, publications and newsletters and other information materials.</p> <p>Support project evaluations which are used to inform future project development.</p>	<p>Information gathered indicates project plans meet timeframes and growth and development in projects has occurred.</p> <p>Attendance at appropriate community events results in positive feedback and evaluation</p> <p>Both formal and informal feedback from key stakeholders indicates that satisfaction levels are consistently high</p> <p>Performance indicates that resources and submissions are developed, updated and distributed as required</p> <p>Evaluation of the project has occurred and areas are adjusted to reflect needs and issues</p>

	Continuously monitor and analyse the project process and status of activities. Work with project coordinator(s) to identify areas for growth and development.	Ability to field enquiries relating to the project issues	Reporting is able to be provided to key stakeholders at any time during the project Feedback from key stakeholders reflects that a high level of service has been provided
Relationship Management			
	Establish and maintain effective working relationships with internal stakeholders.	Effective professional relationships are developed and maintained with internal stakeholders.	Key internal stakeholders consider that their relationship with the Cancer Screening Project Officer is positive and constructive
	Establish and maintain effective working relationships with external stakeholders.	Effective professional relationships are developed and maintained with external stakeholders including but not limited to state and federal agencies, researchers and relevant stakeholder groups and communication networks as well as community groups and their representatives.	Key external stakeholders consider that their relationship with the Cancer Screening Project Officer is positive and constructive
	Represent Cancer Council WA (BCSP and CES) at appropriate meetings, seminars and other events (including outside of usual business hours).	Effective professional relationships are developed and maintained with internal and external stakeholders.	Stakeholder feedback is that a professional image is conveyed in public forums.
Occupational Health and Safety			
	All team members are trained in all relevant Occupational 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 Occupational, Health and Safety policies or procedures is	Attendance at required OHS 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

	identified and reported, and corrective actions implemented where appropriate		
--	---	--	--

Selection Criteria	Essential	Desirable
Experience in required industry and or position		
A tertiary qualification in health, health promotion, public health, education or allied health	X	
Demonstrated 2+ years' experience in a project role	X	
Previous experience in education activity/event coordination inclusive of planning, delivery and stakeholder engagement	X	
Knowledge of cancer control and/or cancer care issues		X
Understanding of the Western Australian health system		X
Other skills		
Strong verbal, interpersonal and written communication skills	X	
Proven organisational skills with strong attention to detail	X	
Presentation skills	X	
Abilities		
Ability and willingness to work independently and demonstrate a high level of initiative	X	
CCWA Values		
Demonstrated understanding of and commitment to the values of Cancer Council WA	X	
Positive approach to the workplace	X	