

Position Title	LiveLighter® Research Associate	Report to	Food and Movement Programs Manager (FAM)
Division & Team	CP&R / Obesity Food and Movement Programs Team	Location	Subiaco
New position or revision & date	Revision		

Position Purpose

This role is responsible for coordinating research and evaluation projects for the LiveLighter® campaign. The Research Associate in collaboration with the Centre for Behavioural Research in Cancer (CBRC) disseminates research results in the form of high-level research reports and journal articles and coordinates conference presentations on behalf of the team. The Research Associate liaises with investigators and partner organisations involved in a range of research projects. The position seeks to improve the strategic research agenda for LiveLighter®.

Our Vision	Achieve a cancer-free future for our community.
Our Mission	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			
Lead the coordination of research and evaluation projects for LiveLighter®	<p>Lead the coordination of research and evaluation projects in line with the research agenda for LiveLighter®, liaising with the FAM Manager and the LiveLighter Campaign Senior Coordinator.</p> <p>Contribute to strategic research planning for LiveLighter®.</p>	<p>Support Cancer Council to deliver the WA Health LiveLighter® contract.</p> <p>Under the direction of the FAM Manager and CBRC coordinate the development of the evaluation plan for the LiveLighter® campaign and ensure each project is delivered on time, to budget and with quality outputs and outcomes.</p> <p>Monitor new evidence as it becomes available to inform campaign evaluation methodology.</p> <p>Identify evaluation and research opportunities that will ultimately help achieve campaign objectives.</p> <p>Develop research briefs, and under the direction of the FAM Manager commission the appropriate agency to support the delivery of projects.</p> <p>Project manage commissioned research such as campaign evaluation</p>	<p>FAM Manager is satisfied outputs have been achieved and reported on to the Department of Health through the required 6-monthly and annual reports.</p> <p>FAM Manager is satisfied campaign evaluation achieves strong results, and ongoing improvements and refinements are implemented.</p> <p>FAM Manager is satisfied new evidence has been identified and disseminated to relevant stakeholders.</p> <p>FAM Manager is satisfied research opportunities are identified.</p> <p>FAM Manager is satisfied research briefs are of a high standard.</p>

		<p>undertaken by CBRC, formative research for the development of new campaigns, and economic evaluation of the LiveLighter® campaign.</p> <p>Inform key internal and external stakeholders regarding updates to obesity prevention, food and physical activity policy and research.</p> <p>Consult with CBRC to identify barriers and risks to the effective deliver of the LiveLighter campaign and in consultation with FAM Manager develop effective solutions.</p> <p>Prepare high-level research reports for funders and stakeholders.</p> <p>Coordinate the six-monthly activity reports and annual reports required by the Department of Health.</p> <p>Lead or co-author journal articles for publication in peer-reviewed academic journals.</p> <p>Disseminate research findings by delivering conference presentations.</p>	<p>FAM Manager is satisfied research projects are managed effectively and implemented according to contracts.</p> <p>Feedback from key stakeholders indicates Research Associate has communicated updates.</p> <p>Successful risk mitigation strategies and activities are appropriately documented and implemented.</p> <p>Research reports are prepared to a high standard.</p> <p>FAM Manager is satisfied that the required six-monthly and annual reports are prepared on time as required under the contract with the Department of Health.</p> <p>Research articles are published in peer-reviewed journals.</p> <p>Conference presentations are prepared and delivered to a high standard.</p>
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	<p>Contribute to the ongoing maturity of evidence-based policies and programs in obesity prevention, nutrition and physical activity in WA.</p>	<p>Maintain an up-to-date knowledge of international and national developments in obesity prevention, and nutrition and physical activity policy and research/trends to ensure WA programs and campaigns stay world leading.</p> <p>Establish and implement systems to routinely monitor the external political environment and policy and research-related developments to proactively identify opportunities for engagement, as well as risks.</p>	<p>Feedback from key stakeholders indicates Research Associate is across key developments in obesity prevention, nutrition and physical activity.</p> <p>Research Associate provides regular FAM Manager and CP&R Director.</p> <p>Appropriate action is taken where needed in development of campaigns, policies and programs in obesity prevention.</p>
<p>Provide research advice to FAM team, as well as other teams in the CP&R division as required.</p>	<p>Undertake literature reviews as required.</p> <p>Maintain an up-to-date knowledge of international and national developments in obesity prevention, nutrition and physical activity.</p>	<p>Recommend and provide guidance on research and evaluation projects across the division, including but not limited to research design and methodology, statistical analysis, ethics/governance submissions, funding submissions, research dissemination.</p>	<p>FAM and other CP&R teams receive expert advice about research and evaluation.</p>
Finance			
	<p>Develop and manage expenditure.</p>	<p>Manage the research budget and in consultation with FAM Manager reconcile the budget with monthly finance acquittals.</p> <p>In consultation with FAM Manager make recommendations for annual research budget.</p>	<p>FAM Manager is satisfied that research budget is managed and expenditure is within budget.</p>
Relationship Management			
<p>Liaison with research partners and collaborators</p>	<p>Develop and manage internal and external key stakeholder relationships.</p>	<p>Proactively engage and maintain relationships with key stakeholders that encourage quality outcomes for the obesity prevention strategy, including</p>	<p>Feedback from key stakeholders indicates effective and productive relationships are maintained.</p> <p>Annual reporting reflects collaboration.</p>

		(but not limited to) CBRC, media agencies and Department of Health.	
	Represent Cancer Council WA at appropriate meetings, seminars and other events.	Cancer Council WA is represented in a professional manner at internal and external events.	Feedback from key stakeholders indicates that P&R Coordinator is positive and constructive, and a reliable representative.
Occupational Health and Safety			
	<p>All team members are trained in all relevant Occupational Health and Safety processes relevant to their position.</p> <p>Appropriate personal protective equipment is used at all relevant times.</p> <p>Any situation, event or incident that is in breach of Occupational, Health and Safety policies or procedures is identified and reported and corrective actions implemented where appropriate.</p>	<p>Attendance at required OHS training.</p> <p>PPE worn correctly at all times.</p> <p>Hazards & Accidents reported.</p>	<p>No Lost Time Injury.</p> <p>The workplace is maintained in a safe condition 100% of the time.</p>
Selection Criteria		Essential	Desirable
Experience in required industry and or position			
Tertiary qualification in health-related field		X	
A relevant PhD or Higher Degree by Research, with a demonstrated track record in conducting health-related research, including preparation of peer-reviewed journal articles and high-level reports.			X
At least 3 years' experience in planning and leading research projects to inform public health programs or campaigns		X	
Demonstrated experience in building and maintaining effective working relationships with internal and external stakeholders		X	
Knowledge and understanding of obesity prevention, nutrition and physical activity issues			X
IT skills			
Proficient in Microsoft Office products and referencing software		X	
Other skills			

Proficiency and experience in quantitative data analysis using appropriate statistical software (e.g. SPSS, Stata, R).	X	
Proficiency and experience in qualitative data analysis.	X	
Proficiency and experience in research survey design.	X	
Expertise in a range of research methodologies in cancer control.	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 and evaluation.	X	
Demonstrated experience in research translation activities; e.g., through agency briefing, internal reporting, or publication preparation		X
CCWA Values		
Demonstrated understanding of and commitment to the values of Cancer Council WA	X	
Positive approach to the workplace	X	