

Position Title	Make Smoking History Campaign Project Officer	Report to	Make Smoking History Manager
Division & Team	Cancer Prevention & Research/Make Smoking History	Location	Westgate
New position or revision & date	Revision		

Position Purpose

The Project Officer is expected to support the implementation of the Make Smoking History campaign and contribute to improving tobacco control and cancer prevention in Western Australia.

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			
	Support and/or coordinate the planning, development, implementation and evaluation of the Make Smoking History (MSH) campaign and projects.	<p>Project plans and timeframes are developed and are provided to and discussed with the MSH Campaign Senior Coordinator and the MSH Manager.</p> <p>Liaise with health professionals and government and non-government agencies on the implementation of MSH campaigns and projects.</p> <p>Provide administration support to the team as required.</p> <p>Assist with the preparation of campaign briefs for creative and media agencies.</p>	<p>Information gathered indicates project plans meet timeframes and growth and development in projects has occurred.</p> <p>Both formal and informal feedback from key stakeholders indicates that satisfaction levels are consistently high.</p> <p>Both formal and informal feedback from key stakeholders indicates that support has been provided.</p> <p>Performance indicates that implementation has resulted in increased revenue and brand awareness.</p>
	Coordinate and maintain website and social media content.	Update campaign website and social media sites, posting content regularly and monitoring daily.	Performance indicates that resources and submissions are developed, updated and distributed as required.
	Provide project and resource development support for the MSH team.	<p>Appropriate resources and submissions are developed and distributed. This includes but is not limited to grant applications, reports, publications and newsletters and other information materials.</p> <p>Projects are evaluated and adjusted to reflect accuracy and current issues.</p>	Evaluation of the project has occurred and areas are adjusted to reflect needs and issues.

	Proactively maintain current awareness of the project activities and status.	Ability to field enquiries relating to the tobacco control issues and programs.	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. This includes but is not limited to the MSH Team, Regional Education Officers and 13 11 20 staff in WA.	Key stakeholders consider that their relationship with Cancer Council WA and 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 bodies, creative and media agencies, researchers and relevant stakeholder group communication networks.	Key stakeholders consider that their relationship with Cancer Council WA and project officer is positive and constructive.
	Represent Cancer Council WA at appropriate meetings, seminars and other events.	Effective professional relationships are developed and maintained with internal and external stakeholders.	Stakeholder feedback indicates that a professional image is conveyed in public forums.
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</p>	<p>Attendance at required OHS training.</p> <p>PPE worn correctly at all times.</p> <p>Hazards and accidents reported.</p>	<p>No Lost Time Injury</p> <p>The workplace is maintained in a safe condition 100% of the time</p>

	identified and reported, and corrective actions implemented where appropriate.		
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Selection Criteria	Essential	Desirable
Experience in required industry and or position		
A tertiary qualification in a health related or community services profession	X	
Experience in project coordination including planning, implementation and evaluation	X	
Knowledge of Cancer Control issues in Western Australia		X
Knowledge of social marketing and behaviour change techniques		X
Experience in stakeholder engagement	X	
IT skills		
High level proficiency in the use of software applications, including Microsoft Outlook, Word, Excel and Powerpoint	X	
Other skills		
High level of verbal and written communication skills	X	
High level of attention to detail, organisational and time management skills (resourceful, proactive, initiative) and the ability to meet competing and tight deadlines	X	
Abilities		
Work unsupervised and within a team environment	X	
Proven confidentiality	X	
CCWA Values		
Demonstrated understanding of and commitment to the values of Cancer Council WA	X	
Positive approach to the workplace	X	