

Position Title	RACEPC Project Officer	Report to	PASCE Manager
Division & Team	Supportive Care / PaSCE	Location	Subiaco
New position or revision & date	Revision December 2024		

Position Purpose

The Project Officer is expected to play an integral role in the successful delivery of the Residential Aged Care: Excellence in Palliative Care (RACEPC) program within its defined scope, budgets and timeframes.

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/result	Measures - How it is measured
Operational			
	Proactively maintain current awareness of the project activities and status.	Ability to field enquiries relating to the project. Preparation of accurate project status reports. Attend and coordinate project activities including but not limited to facilitation of events.	Reporting is provided to key stakeholders at any time during the project. Feedback from key stakeholders reflects that a high level of service has been provided.
	Prepare project status reports and maintain logs and registers.	Accurate project documentation (including participation evaluation and event feedback forms) in place and project reporting provided in a timely manner.	Feedback from stakeholders reflects this has been done in a timely manner. Feedback from stakeholders reflects that reporting is highly accurate
	Take an active part in the project management process, by continuing to identify areas of growth and development.	Areas of growth and development are given in a report format to the RACEPC Coordinator Projects are adjusted to reflect the feedback from key stakeholders.	Information gathered indicates growth and development in projects. Feedback from key stakeholders reflects that feedback provided has been actioned.
	Monitor, analyse and report on project plans and timelines and report any issues to the PASCE Manager.	Project Reports are given to the RACEPC Coordinator and PaSCE manager in a timely manner.	Project reporting deadlines consistently met, and any issues resolved or escalated as appropriate
	Check project compliance with stakeholders, and highlight any issues to the PASCE Manager	Project plan being well aligned with the requirements and the RACEPC Coordinator being made aware of any variances.	Project is compliant with all relevant stakeholder requirements

	Administrative support	Deliver high level administrative support to the PaSCE team inclusive of all programs and activities delivered by the team. Ensure all invoices are managed within the team procedures.	Appropriate handling and processing of invoicing and accounts Complimentary assistance provided to the coordinator in the formulating of reports, management of education sessions and event coordination and maintenance of positive stakeholder relationships.
Relationship Management			
	Establish and maintain effective working relationships with internal and external contacts.	Effective professional relationships are developed and maintained with internal contacts.	Key stakeholders consider that their relationship with the CCWA and project officer is positive and constructive.
	Establish and maintain effective working relationships with external contacts.	Effective professional relationships are developed and maintained with external contacts including but not limited to Palliative Care Clinicians.	Key stakeholders consider that their relationship with the CCWA 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 contacts.	Stakeholder feedback is 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 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		
Significant experience in project coordination	X	
Previous experience in office administration		X
Significant experience in coordinating programs including evaluation and developing	X	
Excellent time management skills and the ability to prioritise, task-shift and intuitiveness.	X	
Experience working in a health environment		X
A tertiary qualification in a health-related profession		X
Knowledge or experience working in Palliative Care		X
IT skills		
High level proficiency in the use of software applications	X	
Experience using a LMS		X
Other skills		
Strong numeracy and data entry skills	X	
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	
Ability to work outside of office hours if required	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	