

<b>Position Title</b>	Regional Education Officer - Kimberley	<b>Report to</b>	Regional Education Manager
<b>Division &amp; Team</b>	Cancer Prevention and Research	<b>Location</b>	Broome
<b>New position or revision &amp; date</b>	23.08.2023		

### Position Purpose

This role ensures our cancer prevention and early detection strategies are delivered in the community and acts as a contact and referral point for Cancer Council services.

<b>Our Vision</b>	Achieve a cancer-free future for our community.
<b>Our Purpose</b>	Cancer Council Western Australia works with our community to reduce the incidence and the impact of cancer.
<b>Our Values</b>	<p><b><i>Making a real difference</i></b> 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"> <li>• <b><i>Integrity</i></b> 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.</li> <li>• <b><i>Evidence</i></b> We always seek the most solid foundation of evidence available in every practice we embrace.</li> <li>• <b><i>Care</i></b> 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.</li> <li>• <b><i>Collaboration</i></b> 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.</li> <li>• <b><i>Equity</i></b> We work positively with people of different backgrounds, status and education to help them achieve the best possible level of health and wellbeing.</li> <li>• <b><i>Boldness</i></b> We engage in continuous improvement and innovation and take risks to achieve results.</li> </ul>

Key Responsibility Area	Inputs - Key Activities	Outputs - What is expected/end result	Measures - How it is measured
<b>Operational</b>			
	Initiate and promote cancer prevention and early detection strategies in the community	<p>With assistance from the Cancer Prevention and Research division staff, develop and implement cancer prevention and early detection strategies in the community, this includes but is not limited to provision of information to health professionals, workplaces and community groups, as well as identifying resources and partnerships to support programs.</p> <p>Evaluate strategies and activities and report on these to the Manager on a monthly basis or as requested</p> <p>When appropriate act as the media spokesperson for CCWA</p>	<p>Regional Education Manager and external stakeholders feedback via formal and informal communications reflects that the REO has ensured effective implementation of the strategy in line with organisational and divisional plans.</p> <p>Regional Education Manager feedback via formal and informal communications reflects that this has been achieved</p> <p>Regional Education Manager and other stakeholders feedback via formal and informal communications reflects that this has been achieved</p>
	Events	<p>Coordinate and promote public education events on cancer in the region which include but are not limited to World No Tobacco Day.</p> <p>When appropriate attend and/or provide assistance to CCWA fundraising events in the community</p>	<p>Regional Education Manager and other stakeholders feedback via formal and informal communications reflects that this has been achieved</p> <p>Regional Education Manager and other stakeholders feedback via formal and informal communications reflects that this has been achieved</p>
	Recruitment of volunteers	With assistance from the Volunteer	Regional Education Manager and other

		Development Manager implement strategies to engage and coordinate volunteers	stakeholders feedback via formal and informal communications reflects that this has been achieved
<b>Relationship Management</b>			
	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 via formal and informal communications reflects that a professional image is conveyed in public forums
	Establish & maintain effective working relationships with internal contacts	Establish & maintain effective working relationships with internal contacts which include but are not limited to attendance and participation at internal meetings as requested by the manager.	Key stakeholders consider that their relationship with the REO is positive and constructive
	Establish & maintain effective working relationships with external contacts	Effective professional relationships are developed and maintained with external contacts which include but are not limited to allied health and community organisations.	Key stakeholders consider that their relationship with CCWA and REO is positive and constructive
<b>Occupational Health and Safety</b>			
	<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 &amp; 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
<b>Experience in required industry and or position</b>		
Tertiary qualification in a health area (health promotion, education, nursing) or a minimum of 2 years' experience in a community development role	X	
Knowledge of regional health services and issues		X
Knowledge of cancer control issues		X
<b>IT skills</b>		
Demonstrated experience with Microsoft Suite	X	
<b>Other skills</b>		
Experience working with the media		X
<b>Abilities</b>		
Highly developed interpersonal, verbal and written communication skills	X	
<b>Licenses or Security Clearances</b>		
Police Clearance	X	
Current C class driver's licence	X	
<b>CCWA Values</b>		
Demonstrated understanding of and commitment to the values of Cancer Council WA	X	
Positive approach to the workplace	X	