



Position Description

CNSA Education and Policy Officer

The Cancer Nurses Society of Australia (CNSA) is a membership-based organisation established to achieve and promote excellence in the care, prevention and treatment for people affected by cancer through the effective professional contribution of nurses.

To achieve this, the CNSA:

- Influence cancer control activities and policy
- Take a leadership role in addressing the professional needs of cancer nurses
- Promote and facilitate quality research in cancer control
- Build the society by attracting, engaging and retaining members
- Ensure the sustainability of CNSA

ROLE DESCRIPTION

The Education and Policy Officer will assist to prepare policy reports, submissions, documentation and analysis and to engage with Society members and stakeholders on related issues.

The Education and Policy officer will provide specialist advice, develop resources and manage education projects, working with CNSA Committees to deliver education for the cancer nursing workforce.

The Education and Policy Officer will plan and implement education and training programs and participate in the planning and implementation of CNSA wide Professional Development programs.

KEY ACCOUNTABILITIES

- Provide the Board and Executive Officer with high level, expert advice to inform the development of CNSA's Advocacy and Education Priorities
- Work with the Directors of Education and Professional Practice to undertake the development of the Society's education and advocacy priorities
- Work with CNSA's State Groups and Specialist Practice Networks to deliver education nationally
- Be responsible for the development of CNSA's CPD webinars in collaboration with key stakeholders including the Clinical Oncology Society of Australia, Cancer Australia and the Cancer Council
- Act as the project manager for CNSA's Education Standing Committee and Professional Practice Committee
- Utilise own skills to contribute to the content development of education and resources relevant to nurses transitioning to cancer care and control
- Identify gaps and areas for improvement in program development and delivery as well as future initiatives.
- Establish and maintain effective working relationships with key government departments and regulators (e.g. AHPRA and NMBA) to understand, contribute to and influence policy development to ensure CNSA is best placed to fulfil its advocacy priorities and deliver education outcomes



Position Description

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- Identify appropriate learning and development curricula and program/clinical outcomes, in line with organisational needs
- Lead the development of policy submissions on issues relevant to cancer care
- Monitor emerging issues on cancer care related issues and identify opportunities for CNSA to be a leading voice on cancer control
- Remain up-to-date with contemporary issues via professional reading and engagement with professional forums
- Provide succinct, formal written contributions for CNSA's reports, within given timeframes

SELECTION CRITERIA

ESSENTIAL

- Demonstrated research and policy development skills and knowledge
- Good communications skills including the ability to write clearly and succinctly for a variety of purposes (e.g., briefings, reports, correspondence, committees)
- Ability to establish and maintain strong and broad stakeholder relationships
- Proven capacity to deliver education programs in collaboration with key stakeholders

HIGHLY DESIREABLE

- Knowledge of government policy related to cancer care and control and health workforce development
- High-level writing skills, particularly for the health and medicine sectors
- Demonstrated understanding of health and science literature
- Proven capacity to work with multiple stakeholders, including health professionals
- Understanding of the principles of evidence-based health policy
- Experience in writing and editing 'plain English' policy documentation
- Ability to collaboratively design, develop, conduct and evaluate both teaching and learning experiences
- Ability to liaise and negotiate with education and training institutions and cancer care services to establish and maintain relevant programs.
- Ability to work under limited direction
- Highly developed organisational skills
- High-level interpersonal skills
- Understanding of the ethos of not-for-profit organisations
- Tertiary qualifications in a relevant field such as social sciences, public policy, health, economics or training toward qualification
- Clinical experience in the field of cancer care eg. Nursing, education, research