



## POSITION DESCRIPTION

**Position:** Healthy Communities Lead (QUIT.119)  
**Reports To:** Manager, Communities & Places, Quit Victoria  
**Classification:** Band E

## CANCER COUNCIL VICTORIA

Every year, more than 35,500 Victorians will be diagnosed with cancer, and nearly 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**.

## DIVISION SUMMARY

The [Prevention Division](#) aims to prevent cancer for all Victorians. This is done through community interventions, mass media, advocacy, training and providing policy advice based on the best available evidence. This involves action to affect individual behaviours and the broader physical and legislative environment to reduce cancer risk. We prioritise health inequalities, especially in relation to Aboriginal people, and in culturally diverse and socio-economically disadvantaged communities.

This is achieved through the delivery of public health programs relating to tobacco control (Quit Victoria), obesity prevention (LiveLighter, Food for Health Alliance, Rethink Sugary Drink), sun protection (SunSmart, World Health Organisation Collaborative Centre for UV), cancer screening (bowel, breast and cervical), immunisation, (HPV, hepatitis B) alcohol and organisational change (Achievement Program).

**Quit Victoria** is a joint initiative of Cancer Council Victoria, the Department of Health and VicHealth. Quit's mission is to reduce the impact of tobacco on all Victorians by creating a tobacco-free environment, preventing new nicotine addictions, support people who smoke to stop smoking, and enhance and tailor efforts for priority populations.

## **POSITION SUMMARY**

Reporting to the Manager, Communities & Places, Quit Victoria the Healthy Communities Lead will coordinate and implement projects designed to engage priority population groups and settings. A key focus of this role will be building workforce capacity across a range of sectors to enhance their ability to act to reduce tobacco-related harm. These sectors include Community Health – Health Promotion funded services, local government and social housing. The Healthy Communities Lead will also undertake projects to engage priority communities and settings to ensure Quit's work is tailored to need and context. This position is part of the Communities and Places team and collaborates closely with the Research and Evaluation and Media and Communications teams.

## **RESPONSIBILITIES**

### **Leadership**

- Demonstrate the CCV values and support and encourage staff and volunteers to apply the values of Cancer Council to the work that they do
- Support the implementation of change management activities
- Foster a high-performance culture with a focus on quality and continuous learning and improvement

### **Project Management**

- Manage the implementation of Quit's workforce capacity building and the development, maintenance and review of Quit's tools and resources
- Maintain and monitor project planning including (but not limited to) scope, timelines, deliverables, risks and budgets
- Administer project workplans with input from other team members

### **Stakeholder Engagement**

- Build and maintain relationships with staff within the Prevention Division, as well as other Cancer Council Victoria Divisions and teams
- Support the development of partnerships and manage engagement of external stakeholders and suppliers
- Coordinate and organise meetings, events and activities

### **Operations Management**

- Manage support from Administration, Research and Evaluation, and Media and Communications teams to meet key deliverables
- Develop and maintain processes to support business activities, including document and contract management
- Prepare reports, presentations, spreadsheets and other relevant documents
- Report incidents, including complaints, compliments and feedback in accordance with Cancer Council Victoria policies and procedures
- Understand and comply with strict confidentiality and privacy obligations under relevant legislation and as outlined in Cancer Council Victoria policies and procedures

***Such other duties as directed and consistent with an employee's level of skill, competence and training.***

# KEY SELECTION CRITERIA

## ***Essential Criteria***

### **Qualifications, Experience, Knowledge and Skills**

- Relevant tertiary qualification in project management, public health, health promotion or a related discipline
- Demonstrated experience coordinating projects and developing and maintaining partnerships within the health, community and/or (local / state) government sector
- Demonstrated attention to detail and ability to identify and resolve complex problems in a timely manner
- Proven organisational and time management skills, including the ability to coordinate multiple projects concurrently, work autonomously and meet deadlines
- Strong ability to listen actively, influence and negotiate with stakeholders
- Effective verbal and written communication and interpersonal skills, including the ability to develop and maintain working relationships with internal and external stakeholders
- Proficient in Microsoft Office

### ***Desirable Criteria***

- Experience working in a community health, local government or not-for-profit organisation
- An understanding of the impacts of tobacco use on health and wellbeing including the relationship between tobacco use and health inequities

### **Special Requirements**

- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Police Check
- Working with Children Check