

Our purpose

To reduce the rate and impact of cancer through best practice prevention, research and support.

Position description and person specification

Position title:	Prevention Programs Lead (SA Comprehensive Cancer Network)		
Unit:	Fundraising and Engagement		
Department:	Prevention		
Location:	202 Greenhill Rd, Eastwood		
Manager:	Prevention Programs Manager		
Employment:	Full time, fixed term until June 2029		
Last updated:	January 2026	By whom:	Senior Manager Prevention

Cancer Council SA

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services.
- is the state's leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: research, prevention and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies.

Our core values are represented by 3 value statements:

 Care We are driven to make a difference for all—those we serve, our teammates, our partners and ourselves.	 Integrity We strive to do the right thing always, act truthfully and honourably, be our authentic selves, be inclusive and embrace diversity.	 Excellence We work as one team and constantly push ourselves to be the best we can. We arrive every day inspired to make an impact through our talents, passion and commitment.
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Unit role and objectives

Fundraising and Engagement

The Fundraising and Engagement Unit ensures a strategic and coordinated approach to our internal and external representation and enables the organisation to meet our strategic objectives through strategy development, advocacy, brand positioning, fundraising and stakeholder relationships.

As part of the Fundraising and Engagement Unit the Prevention team delivers our comprehensive strategies aimed at reducing the impact of cancer. These include strategies to reduce the risk of cancer occurring, population screening to detect cancer and pre-cancerous lesions as early as possible, advocacy and public policy.

Through a range of strategies the unit will:

- raise awareness of and influence behaviour change, focussing on the modifiable risk factors for cancer; and
- ensure equity of access to culturally appropriate education, training and information regarding cancer prevention for all South Australians.
- advocate for policy and environments that support cancer prevention and screening in the South Australian community;

Overall the Prevention Team aims to reduce the rate and impact of preventable cancers through evidence-based and best-practice programs.

Position overview

The SA Comprehensive Cancer Network (SACCaN) will bring together South Australia's leading cancer researchers, public health experts, clinicians, patients, carers and technology as well as promoting the best prevention programs, in a coordinated network.

This role will liaise with internal and external stakeholders to drive Cancer Council SA's prevention pillar for the SACCaN, in line with the program workplan and organisational objectives. The role works closely with the Prevention Programs Manager, Cancer Council SA's prevention team and the broader SACCaN to deliver a suite of initiatives focussing primarily on cancer screening and early detection.

The development and implementation of the of the SACCaN prevention pillar is critical to ensuring SA leads the country in providing a fully comprehensive Cancer Network. The position will be underpinned by equity and best practice cancer prevention.

Reporting relationships

This position reports to:

Prevention Programs Manager

Number of staff reporting to position:

2

Key accountabilities (outcome based)

- Provide high-level cancer prevention advice and expertise to guide the work of the Prevention pillar for the SACCaN.
- Support the growth and development of the Prevention team through management and mentoring of junior team members and/or student placements.
- Foster and manage productive partnerships with internal and external stakeholders to enhance program impact and sustainability.
- Drive quality project management documentation, including scoping papers, stakeholder engagement plans, project plans and reporting.
- Plan, develop, implement, and evaluate evidence-based strategies to increase cancer prevention, screening and early detection, in line with annual business plans, three-year strategic plan and state and federal cancer plans, including Aboriginal cancer plan.
- Collaborate on the development of culturally appropriate education and training initiatives in the early detection of cancer with ACCHOs, GP practices, allied health, community organisations etc.
- Implement project planning including documenting key milestones, tracking project budgets and deliverables against project objectives, stakeholder engagement and performance reporting for CCSA's involvement with the SACCaN.
- Collaborate with Behavioural Researchers to develop, implement and report on evaluation framework and activity that drive quality improvement and sustainability.
- Develop and distribute accurate, evidence-based communication materials, including print and digital resources, tailored to key audiences including executive stakeholders, health professionals, Aboriginal and CALD community.
- Represent the Cancer Council SA on relevant local, state and national networks and committees.
- Other tasks as required.

Protect your own health and safety and that of others by:

- Complying with and actively contribute to the development of organisational policy and safety systems.
- Following reasonable instructions and training and complying with organisational policy and safety systems.
- Identifying and reporting workplace hazards and incidents to their supervisor.
- Complying with Cancer Council SA's OHS&W policies and procedures.
- Provide a safe working environment for all staff (paid and voluntary), contractors and invitees.
- Ensure that your staff (paid and voluntary), contractors and invitees comply with policies and procedures as updated from time to time.

Special conditions

- The successful applicant must be a non-smoker.
- Intra/inter-state travel, out of hours and weekend work may be required
- Appointment will be subject to a satisfactory police check and may require a further Department of Human Services clearance.
- must hold a South Australian driver's licence

Person specification (knowledge, skills and experience)

- Tertiary qualification in public health, health promotion, social science, or a related discipline (essential)
- At least five years demonstrated experience in planning, developing, and/or delivering health promotion and/or cancer prevention programs.
- Demonstrated leadership experience, including mentoring or supporting a high performing team
- Demonstrated experience collaborating with priority populations including Aboriginal and CALD using co-design methodology.
- Demonstrated project management experience, including the ability to work across multiple content areas, meet deadlines, and manage budgets independently.
- Proven ability to apply behavioural theory, research, and scientific literature in developing public health strategies and advocacy initiatives.
- High-level written and verbal communication skills for diverse audiences, including experience preparing reports, community-facing collateral, and digital content.
- Strong interpersonal and negotiation skills, including experience working with diverse stakeholders and sectors with competing priorities.
- Strategic thinking, with the ability to identify growth opportunities and respond to emerging public health issues.
- Proven ability to work both independently and collaboratively within a team.
- Working knowledge of public health, preventive health and equity frameworks.
- A proactive, solutions-focused mindset with a “can do” attitude.

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____