



POSITION DESCRIPTION

Position: Senior Research and Evaluation Officer (BSD.171)
Reports To: Research and Evaluation Manager, Quit
Classification: Band E

CANCER COUNCIL VICTORIA

Every year, more than 39,000 Victorians will be diagnosed with cancer, and nearly 12,000 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 / CENTRE SUMMARY

The **Centre for Behavioural Research in Cancer's (CBRC)** mission is to conduct high quality applied behavioural research to inform and influence cancer prevention policies, programs and services, in order to reduce the impact of cancer on the community.

The Centre's work program encompasses behavioural research in the areas of tobacco control, skin cancer prevention, obesity prevention, alcohol harm prevention and cancer screening, as reflected in Cancer Council's strategic plan. The Centre also undertakes evaluation of cancer prevention and screening programs and services housed within Cancer Council Victoria, including high profile public communication programs such as Quit, SunSmart and LiveLighter, and state and national cancer screening communication campaigns as well as community-based programs which seek to drive equity in cancer prevention and early detection.

POSITION SUMMARY

Reporting to the Research and Evaluation Manager, Quit, the Senior Research and Evaluation Officer, has responsibility for developing and implementing evaluation plans for

Quit, and coordinating and contributing to evaluation and research activities for other priority projects within CBRC as required. Key responsibilities include evaluation design, data collection, analysis and reporting to support ongoing program development and learning. This role will be involved in preparing evaluation and monitoring reports and may also contribute to manuscripts for peer-reviewed publication.

The Senior Research and Evaluation Officer works collaboratively with members of Quit, CBRC, Cancer Council Victoria's Prevention Division, and other internal and external stakeholders as needed to deliver the research and evaluation objectives of Cancer Council Victoria's Prevention programs. The Senior Research and Evaluation Officer may supervise more junior research staff who support project implementation, statistical analysis and reporting and conduct literature searches and data cleaning.

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

RESPONSIBILITIES

Program Evaluation

- Lead the implementation of evaluation and monitoring initiatives in accordance with agreed frameworks and plans.
- Establish and maintain effective feedback and reporting loops to enable learnings to be incorporated during project planning and implementation.
- Coordinate data collection, collation, analysis, and reporting, ensuring appropriate data management and quality control procedures are in place.
- Draw conclusions from quantitative and qualitative data to support ongoing program development and learning, assessment of progress towards targets and development of recommendations for the planning of future policy and programs.
- Develop and maintain familiarity with relevant peer-reviewed literature.
- Participate in other cross-divisional projects as required by providing research and evaluation support and advice.

Project Coordination and Planning

Implement all aspects of assigned research and evaluation projects ensuring protocols are followed, including:

- Develop and refine study documentation
- Prepare ethics submissions as required
- Prepare project briefs and obtain quotes from external data collection companies
- Develop research and evaluation questions and select appropriate data collection methods to answer the questions
- Develop and review research and evaluation materials, such as questionnaires and study stimuli
- Develop project timelines and methods, and coordinate project resources and milestones

Data Analysis, Reporting and Monitoring

- Design and conduct multivariate statistical analyses for evaluation and research purposes.

- Prepare interim and final program evaluation and monitoring reports.
- Provide timely summary information on research and evaluation findings to program staff.
- Conduct literature searches and synthesise evidence from internal and external information sources to support program development and continuous improvement.
- Prepare and deliver presentations of evaluation findings at meetings with internal and/or external program stakeholders, and other forums.

Staff Supervision and Relationship Management

- Supervise junior research staff as required
- Build, develop and maintain effective working relationships with internal and external clients, collaborators and other stakeholders.
- Contribute to knowledge-building between and within CBRC and Prevention teams through sharing research and evaluation experience and best practice.

KEY SELECTION CRITERIA

Essential Criteria

Qualifications, Experience, Knowledge and Skills

- Tertiary degree in psychology, public health, evaluation, or related discipline
- Experience managing and coordinating research or evaluation studies, including the demonstrated ability to prioritise effectively to achieve tasks in agreed timeframes
- Demonstrated experience in program evaluation including design, quantitative and qualitative data collection, data analysis, reporting and dissemination
- Understanding of major survey and research design methods and issues in behavioural research or evaluation
- Experience contributing to, or supporting the development and use of evaluation tools (e.g. monitoring and evaluation plans, program logic models, theories of change)
- Extensive experience in conducting multivariate statistical analysis using Stata or SPSS and the ability to interpret outputs
- Demonstrated ability and willingness to work independently with minimal supervision, as well as part of a team
- Excellent written communication skills with the ability to write reports and contribute to peer-reviewed manuscripts utilising a strong attention to detail and accuracy
- Effective relationship management and interpersonal skills, including the ability to develop and maintain strong collaborative partnerships with internal and external stakeholders
- Strong organisational skills, including the ability to coordinate multiple partnerships and projects concurrently and to prioritise and schedule tasks with minimal supervision.

Desirable Criteria

- Master's degree or PhD in psychology, public health or related discipline
- Experience in managing complex data sets
- Experience in qualitative research
- Experience in supervising research staff and managing and monitoring budgets

Special Requirements

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