



NACCHO

National Aboriginal Community
Controlled Health Organisation

Position Description

ABOUT THE ORGANISATION:	<p>The National Aboriginal Community Controlled Health Organisation (NACCHO) is the national peak body representing 148 Aboriginal Community Controlled Health Organisations (ACCHOs). ACCHOs deliver comprehensive primary health care to more than half of the Aboriginal and Torres Strait Islander peoples nationally. As an act of self-determination, these services attend to all matters affecting health and wellbeing spanning transformative community empowerment through to individual health treatments and continuity of care.</p> <p>NACCHO's work is focused on supporting the work of ACCHOs and Aboriginal and Torres Strait Islander people overall through negotiating and advocating with Governments on health care policies and programs and systems reform. These issues range in variety from chronic disease management, health technology assessment, preventative health strategies, telehealth, mental health and social and emotional well-being, listing of Medical Benefits Scheme (MBS) to the social and cultural determinants of health.</p> <p>NACCHO's partnerships with governments and non-government organisations include: The Department of Health, National Disability Insurance Agency, Department of Social Services, National Mental Health Commission, National Indigenous Australian Agency, Royal College of General Practitioners and other Aboriginal and Torres Strait Islander organisations. These partnerships greatly contribute to significantly enhancing the quality and accessibility of health care for Aboriginal and Torres Strait Islander peoples.</p> <p>It is a very interesting and transformative time across the health sector. NACCHO has been driving systems reform in the context of the National Agreement on Closing the Gap.</p>
POSITION TITLE:	Data, Reporting and Evaluation Manager, Cancer
CONDITIONS OF ENGAGEMENT:	This position is being offered on a full-time maximum term contract basis.
LOCATION:	<p>This position is office-based at Level 4, East Building, 2 Constitution Avenue, Canberra City ACT 2601.</p> <p>Travel to other parts of Australia may be required.</p>
MANAGER:	Director, Cancer

<p>ABOUT THE ROLE:</p>	<p>The Data, Reporting and Evaluation Manager Cancer is part of the NACCHO Cancer Team supporting delivery of the NACCHO Cancer Program and implementation of national cancer initiatives aligned to the National Aboriginal and Torres Strait Islander Cancer Plan.</p> <p>Working under broad direction, the role is responsible for developing and strengthening reporting, monitoring and evaluation for the new cancer workforce. This includes systems, data integration, and continuous quality improvement activities across the breadth of the Cancer Program. The role also requires integration of nationally consistent reporting approaches, clinical and non-clinical indicators, operational frameworks, and practical implementation tools to support ACCHOs and the workforce.</p> <p>The role works collaboratively across NACCHO teams, ACCHOs, affiliates, government agencies, and key stakeholders to improve data capability, reporting consistency, program oversight, and evidence-informed planning to support improved cancer outcomes for Aboriginal and Torres Strait Islander peoples</p>
<p>MAIN DUTIES:</p>	<p>Systems, Data and Reporting</p> <ul style="list-style-type: none"> • Lead strategic development, and implementation of workforce reporting systems, data integration approaches and monitoring activities across the Cancer Program. • Oversee development and refinement of clinical and non-clinical indicators across the cancer care pathway. • Provide strategic analysis and interpretation of workforce, program and implementation data to support key cancer outcomes • Lead the development of nationally consistent reporting frameworks, standards and data governance approaches across the Cancer Program. <p>Program Leadership and Capability Development</p> <ul style="list-style-type: none"> • Lead development of dashboards, reporting tools, operational resources and Continuous Quality Improvement (CQI) frameworks to support program implementation and workforce capability. • Support the uplift of data capability, reporting maturity and systems integration across the cancer workforce, and ACCHO sector. • Identify strategic risks, emerging issues and improvement opportunities relating to reporting, systems and implementation activities <p>Stakeholder Engagement and Collaboration</p>

	<ul style="list-style-type: none"> • Lead and Coordinate engagement with government agencies, state and territory stakeholders, cancer organisations and relevant data bodies to support reporting alignment and indicator development. • Work collaboratively across NACCHO teams and external partners to support culturally safe, community-led and evidence-informed program delivery. • Represent the Cancer program in stakeholder meetings, consultations and forums as required • Work on initiatives or tasks as requested by Director, Cancer
QUALIFICATIONS:	Tertiary qualifications in public health, data analytics, monitoring and evaluation, project management, health informatics, health administration, Aboriginal and Torres Strait Islander Health or a related field is highly desirable.
EXPERIENCE:	<ul style="list-style-type: none"> • Experience working with Aboriginal and Torres Strait Islander peoples is highly desirable. • Demonstrated experience in data analysis, monitoring and evaluation, reporting systems, program implementation or systems coordination. • Experience developing or refining reporting frameworks, indicators, dashboards, operational systems, or monitoring processes. • Demonstrated support of evidence-informed planning and decision-making. Experience coordinating stakeholder engagement activities across government, community-controlled, or health sector environments. • Highly developed written communication, including preparation of reports, briefs, governance documentation, and stakeholder materials.
VALUES, BEHAVIOURS AND CAPABILITIES:	<p><u>Job Specific Capabilities</u></p> <ul style="list-style-type: none"> • An understanding and awareness of Aboriginal and Torres Strait Islander people, their cultures and health and other contextual issues, or ability to quickly gain this understanding. • Strong analytical and systems-thinking capability with the ability to interpret data, identify trends, and support practical implementation outcomes. • Excellent written communication skills with the ability to synthesise and present complex information clearly, logically, and concisely for different audiences. • Strong organisational and project management skills with demonstrated ability to manage multiple priorities and deliver outcomes within agreed timelines.

	<ul style="list-style-type: none">• Demonstrated ability to develop and improve reporting systems, frameworks, workflows, and operational processes.• Strong stakeholder engagement and relationship management skills with the ability to work collaboratively across diverse environments.• Demonstrated initiative, sound judgement, and problem-solving capability within a dynamic and evolving program environment.• Ability to work both independently and collaboratively as part of a team. <p><u>Cultural Awareness</u> Cultural awareness training will be provided by NACCHO, and it is expected that all NACCHO staff develop and continually seek opportunities to improve their knowledge and understanding of Aboriginal and Torres Strait Islander peoples and in particular Community Controlled Health Services.</p> <p><u>Leadership</u> It is expected that all NACCHO staff demonstrate leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.</p>
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