POSITION DESCRIPTION

Position: **Project Officer (CED.127)**

Reports To: **Team Coordinator, ABC Study**

Classification: **Band C**

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 OVERVIEW

The **Cancer Epidemiology Division (CED)** conducts a broad range of research aimed at expanding our understanding of the factors that contribute to or protect against the development of cancer, or survival following a cancer diagnosis. It comprises a multidisciplinary team of epidemiologists, statisticians, dieticians, data managers and support staff, committed to understanding how to improve our efforts at cancer control.

CED research is based on several research platforms and programs that contribute to the generation of knowledge about cancer. These include the *Melbourne Collaborative Cohort Study (Health 2020)*; the *Australian Breakthrough Cancer (ABC) Study*; the *Rare or Under-Researched Cancers Program*; the *Prostate Cancer Program*; the *Lifestyle Epidemiology Program* which contains two major sub-programs, *Diet and Nutrition and Physical Activity*; the *Genomic and Molecular Epidemiology Program* which encompasses germline and tumour genetics, epigenetics and other omics. CED researchers collaborate extensively with other researchers in Australia and overseas.

ABC STUDY

The ABC Study is a longitudinal cohort study of diet, health, lifestyle and genetics and the risk of cancer and other chronic diseases. The ABC Study team is responsible for performing activities involved in participant recruitment and retention, study conduct, records management and participant follow up for the ABC Study and corresponding sub-studies.

POSITION SUMMARY

Reporting to the Team Coordinator, ABC Study, the Project Officer is responsible for performing project and administrative activities for the ABC Study and corresponding sub-studies, including electronic records management, participant recruitment and contact, including making phone calls to participants, and the checking of study data.

The incumbent is required to apply their practical project administration experience and good judgement to meet the ABC Study team priorities and contribute to the production of high-quality research within CED.

RESPONSIBILITIES

Study and Participant Administration

- Communicate with participants with tact and empathy in a professional and timely manner. This includes calling participants; responding to telephone calls, written correspondence and emails; generating correspondence; and escalating any concerns or complaints to supervisor as appropriate
- Support participants to complete all requirements of study participation according to the established schedule, including making follow-up phone calls to participants
- Assist in developing and updating documentation relating to the ABC Study and corresponding sub-studies, including protocols, procedures and work instructions
- Assist with tasks related to tracing study participants and the clerical review of returned record linkage data
- Provide support with mail outs to study participants
- Monitor email inboxes for the ABC Study and corresponding sub-studies
- Support audit activities for the ABC Study, including maintaining systems and records
- Perform activities in accordance with protocols and procedures, training, legislation, regulations, guidelines and codes of practice

Data Management

- Support the collection, access, use, disclosure, storage, retention and destruction of ABC Study data in accordance with privacy legislation, ethics and governance requirements

- Accurately maintain and update operational systems, including contact management database, electronic records management system, information repositories and Access databases
- Assist with the testing and maintenance of operational systems
- Perform quality checks of study data upon request to support data file creation and other research outputs

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

- Diploma in Science, Health Information Management, Medical Administration, or related field and/or demonstrated relevant experience in a research or public health environment
- Effective written and oral communication skills, in order to facilitate relationships with study participants and other stakeholders
- Demonstrated ability to accurately update and maintain electronic records, including information repositories and databases
- Understanding of the collection, access, use, disclosure, storage, retention and destruction of research data in accordance with privacy legislation and ethics and governance requirements
- Demonstrated problem-solving skills and attention to detail
- Understanding of the ethical conduct of human research and state and federal legislation regulating privacy in Australia
- Strong organisational and time management skills, including the proven ability to work collaboratively and effectively with others to meet deadlines
- Advanced skills using MS Office programs, including Word, Excel and Access

Desirable Criteria

- Tertiary qualification in Science, Health Information Management, Medical Administration, or related field
- Experience in an epidemiology or public health research environment or knowledge of research practices
- Demonstrated research project administration experience, including participant recruitment and contact via telephone and email

Special Requirements

- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Police Check
- This role is required fully onsite, based at our office at 200 Victoria Parade, East Melbourne.
- Ability to work flexible hours, including some evenings