



POSITION DESCRIPTION

Position: Research and Evaluation Manager, SEDI (BSD.168)
Reports To: Senior Research and Evaluation Manager
Classification: Band F

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 SUMMARY

Within the **Behavioural Science Division**, the [Centre for Behavioural Research in Cancer's \(CBRC\)](#) mission is to conduct high quality applied behavioural research and evaluation to inform and influence cancer prevention policies, programs, campaigns and services, in order to reduce the impact of cancer on the Victorian community. CBRC's research is linked to the Council's strategic plan.

The Centre's work program encompasses behavioural research in the areas of tobacco control, skin cancer prevention, obesity prevention, alcohol harm reduction, cancer screening and early detection of cancer. The Centre also evaluates cancer prevention and early detection programs based 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.

PROGRAM SUMMARY

The Screening, Early Detection and Immunisation (SEDI) Program is positioned with the Prevention Division and undertakes activities to address cancer screening participation (breast, cervical, bowel and lung cancer screening) and to increase HPV

vaccination and viral hepatitis detection/prevention in Victoria. Equity is a key driver of the program, with a focus on achieving equitable outcomes among priority populations, including Aboriginal and/or Torres Strait Islander people; culturally and linguistically diverse; people with a disability; LGBTIQI+ communities and low socioeconomic status groups. The SEDI Program designs and delivers media campaigns to promote cancer screening and implements primary care and community engagement strategies to reach people that are less likely to participate in cancer screening, early detection and HPV immunisation.

POSITION SUMMARY

The Research and Evaluation Manager is responsible for the conception, development, implementation and management of research and evaluation of the SEDI Program's innovative cancer screening, early detection and immunisation projects and campaigns. The role will supervise research and evaluation staff when required, collaborate closely with the Prevention Division's Head of Screening, SEDI Managers and SEDI program team, and work closely with key funding partners and other agencies delivering aspects of the programs.

RESPONSIBILITIES

SEDI Research and Evaluation

- Lead and manage the evaluation framework for priority SEDI program portfolios.
- Conceive, design and implement research and evaluation projects, methods and tools in collaboration with program staff
- Conceive, design and coordinate the formative, process and outcome evaluation of programs, campaigns and resources including protocol development, training of field staff, and conduct of pilot studies.
- Develop, implement and ensure adherence to research protocols; prepare ethics applications; design research tools and questionnaires
- Commission and supervise suppliers of data collection services and analyse, interpret and write-up results.
- Lead data collection, collation, analysis and reporting, ensuring appropriate data management and statistical analyses are carried out with appropriate quality control procedures in place.
- Conduct and oversee data processing and statistical analysis of research data including multivariable data analysis (in particular logistic regression and linear regression).
- Conduct and oversee qualitative research data collection, analysis and reporting, including interviews and focus groups, ensuring appropriate frameworks are in place for thematic and other qualitative analysis.
- Draw conclusions from qualitative and quantitative data to support ongoing program development and continuous improvement, assessment of progress towards targets and development of recommendations for the planning of future policy and programs.
- Lead and co-author research and evaluation reports and co-author manuscripts on a regular and ad hoc basis and prepare and present papers at national and international conferences.
- Develop and coordinate agreed budgets and work plans, and report accordingly.

Stakeholder Engagement

- Develop and maintain effective working relationships with internal and external partners and stakeholders including (but not limited to):
 - SEDI, CBRC and Prevention Division Media and Communications staff.

- Key funders and partners including the Australian Centre for the Prevention of Cervical Cancer, VACCHO, BreastScreen Victoria and the Victorian Department of Health
- Community and health agencies funded by SEDI to inform the development and implementation of evaluation plans.
- Contracted suppliers or partner organisations who provide data collection datasets for analysis and other research services.

Knowledge Sharing and Collaboration

- Participate in other cross-divisional projects as required, by providing research and evaluation support and advice.
- Participate in relevant internal and external committees as requested.
- Foster an environment of collaboration and sharing of best practice.

Leadership

- Provide the SEDI program managers and staff with advice and recommendations based on emerging data and research, and build capacity among SEDI program staff to integrate evaluative practice into programs.
- Provide leadership to CBRC and others within CCV on qualitative research considerations and build capacity across the team to lead and support the design, conduct, analysis and reporting of high quality qualitative studies.
- Contribute to strategic planning within CBRC and SEDI.
- Supervise evaluation coordinators, research officers and/or research assistants as required.
- Foster a high-performance culture with a focus on quality and continuous learning and improvement.

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

- Master's degree in social sciences, psychology, social work, public health, community development or a related discipline.
- Substantial research and evaluation experience in an evaluation, research or population monitoring related environment.
- Experience in supervising staff, managing and monitoring budgets.
- Demonstrated competence in behavioural research and health promotion evaluation design and methods.
- Ability to conceive and formulate evaluation and research studies and ensure that high standards of practice are maintained.
- Demonstrated ability to design and conduct quantitative evaluation research and design survey instruments.
- Demonstrated ability to conduct qualitative research including focus groups and interviews.
- Sound understanding of community development and the community health sector as well as evaluation approaches appropriate for use in priority communities, such as action research.
- Demonstrated ability to supervise, interpret and conduct complex statistical analysis, including extensive experience with SPSS or similar package.
- Well-developed relationship management and interpersonal skills including the ability to develop and maintain strong collaborative partnerships with stakeholders.
- Excellent project management skills, including ability to prioritise and schedule tasks with minimal supervision.
- Excellent writing skills including a demonstrated ability to write reports.
- Ability to draw conclusions from qualitative and quantitative data to support ongoing program development.

Desirable Criteria

- Experience working with and/or evaluating health promotion programs and/or social marketing campaigns
- Experience working with vulnerable groups in either a practice or research capacity.
- An understanding of primary care systems and/or patient information systems.
- An understanding of the national breast, bowel and cervical cancer screening programs.
- PhD in behavioural science, public health or related discipline.
- Experience in analysing data using STATA.

Special Requirements

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