



POSITION DESCRIPTION

Position: Senior Research and Evaluation Officer (BSD.181)
Reports To: Research and Evaluation Manager, Screening Early Detection and Immunisation
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 / UNIT / TEAM SUMMARY

Within the Behavioural Science Division, 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 Victorian 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. The Centre also undertakes evaluation of cancer prevention and early detection programs and services housed within Cancer Council Victoria, including high profile public communication programs such as [Quit](#), [SunSmart](#) and [LiveLighter®](#).

POSITION SUMMARY

Reporting to the Research and Evaluation Manager, SEDI, the Senior Research and Evaluation Officer is responsible for developing and implementing evaluation plans and coordinating and contributing to evaluation activities for Prevention Programs including Screening, Early Detection and Immunisation (SEDI), Quit and other priority projects as required. Key responsibilities include data collection, statistical analysis and reporting to support ongoing program development and learning. The position sits within the

SEDI Research and Evaluation team in the CBRC and works under the supervision of the Research and Evaluation Manager, SEDI. The Senior Research and Evaluation Officer works collaboratively with members of Cancer Council Victoria's Prevention Division and other internal and external stakeholders as needed to deliver aspects of Prevention and Early Detection Programs.

RESPONSIBILITIES

Program and Campaign Evaluation

- Design evaluations and evaluation tools for the key Prevention programs and campaigns, with a focus on community and place-based projects.
- Conduct quantitative and qualitative data collection and statistical analysis to provide timely research and evaluation insights to inform the development and continuous improvement of Prevention programs and campaigns.
- Take a partnership approach in working with the Prevention team, program funders and other key stakeholders as appropriate.
- 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.
- Provide advice and assistance to the Prevention team to collect data in community and primary health settings, including survey design and conducting interviews.
- 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.

Stakeholder Engagement and Communication

Develop and maintain effective working relationships with internal and external partners and stakeholders including:

- CBRC and Prevention staff, Prevention media and communications staff.
- Victorian Department of Health and other funding agencies.
- External data providers and collaborating agencies.
- Health and community agencies funded through the Programs.

Reporting and Monitoring

- Contribute to reports documenting evaluation findings and recommendations.
- 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.

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

- A tertiary degree in psychology, community development, public health, evaluation or related discipline
- Demonstrated experience in program evaluation including design, quantitative and qualitative data collection, data analysis, reporting and dissemination.
- Demonstrated experience in developing evaluation tools, such as monitoring and evaluation frameworks, data collection tools (surveys and interview guides), ethics submissions, program logic models and theories of change.
- Demonstrated experience in conducting multivariate statistical analysis using Stata or SPSS and the ability to interpret outputs
- Sound understanding of the community health sector as well as evaluation approaches appropriate for use in the community sector.
- Demonstrated experience in action research, including the ability to draw conclusions from qualitative and quantitative data to support ongoing program development and continuous improvement opportunities.
- Effective relationship management and interpersonal skills, including the ability to develop and maintain strong collaborative partnerships with internal and external stakeholders.
- Effective communication skills (both written and verbal), including the ability to communicate and present evaluation findings across a range of media and audiences.
- Strong organisational skills, including the ability to coordinate multiple partnerships and projects concurrently and to prioritise and schedule tasks with minimal supervision.
- Demonstrated experience in writing literature reviews and synthesising evidence from internal and external sources.

Desirable Criteria

- Master's degree or PhD in behavioural science, public health or related discipline
- Demonstrated experience working with priority populations (e.g., multicultural communities, LGBTIQ+ communities) in community settings (e.g., community centres, community health clinics) – in either a practice or research/evaluation capacity.

Special Requirements

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