



## POSITION DESCRIPTION

**Position:** Evaluation Coordinator (BSD.166)  
**Reports To:** Research and Evaluation Manager, SEDI  
**Classification:** Band E

## CANCER COUNCIL VICTORIA

Every year, more than 35,500 Victorians will be diagnosed with cancer, and nearly 11,000 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

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 community.

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 OVERVIEW

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 Evaluation Coordinator is responsible for leading and coordinating the evaluation of the Program's innovative cancer screening, early detection and immunisation projects to increase knowledge, awareness and participation in our under-screened population groups. The role will develop and implement evaluation plans including evaluation design, data collection, analysis and reporting to support ongoing Program development. The Evaluation Coordinator reports to the Research and Evaluation Manager (SEDI) within CBRC and collaborates with the Manager of SEDI and a diverse team working on the program. The position will work closely with the Program's key partners as well as with community agencies funded to deliver aspects of the Program.

## **RESPONSIBILITIES**

### **Program evaluation**

- Design the evaluation of key projects within the SEDI Program, including community-based projects funded under this initiative.
- Take a partnership approach and work with program funders and funded community and health agencies to identify and develop methods and frameworks to support project evaluation.
- Lead the implementation of evaluation in accordance with agreed frameworks and plans, ensuring a coordinated approach across the community-based projects to promote knowledge sharing and insights gathering.
- Establish and maintain effective feedback and reporting loops to enable learnings to be incorporated during project implementation.
- Prepare ethics submissions.
- Coordinate data collection, collation, analysis and reporting, ensuring appropriate data management and quality control procedures are in place.
- Provide advice and assistance to the SEDI team to collect data in community and primary health settings, including data collection tools such as surveys, discussion guides and monitoring sheets.
- Analyse and draw conclusions from multiple mixed methods data sources to inform project development, assess project outcomes and impact and develop recommendations for the planning of future campaigns, programs and policies.

### **Stakeholder engagement and communication**

- Develop and maintain effective working relationships with internal and external partners and stakeholders including:
  - CBRC and SEDI 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 Program.

### **Reporting and monitoring**

- Contribute to regular reports outlining evaluation findings and recommendations.
- Prepare interim and final program evaluation reports.
- Provide timely summary information on research findings to Program staff and contribute to the maintenance and expansion of the SEDI EndNote library.
- Conduct literature searches and synthesise evidence from internal and external

sources to support project development.

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

### ***Essential Criteria***

#### **Qualifications, Experience, Knowledge and Skills**

- Tertiary degree in social sciences, psychology, social work, public health, community development or a related discipline.
- Experience in program evaluation including design, quantitative and qualitative data collection, data analysis, reporting and dissemination.
- Sound understanding of community and/or primary healthcare sector as well as evaluation approaches appropriate for use in these sectors.
- Experience in action research, including the ability to draw conclusions from qualitative and quantitative data to support ongoing program development.
- Experience in developing evaluation plans and program logic models.
- Well-developed relationship management and interpersonal skills including the ability to develop and maintain strong collaborative partnerships with individuals and organisations.
- Outstanding communication skills (both written and verbal) with a proven ability to communicate and present evaluation findings across a range of mediums and audiences.
- Experience in conducting literature searches and writing literature reviews and evidence summaries
- High-level organisational skills, including the ability to coordinate multiple partnerships and projects concurrently and to prioritise and schedule tasks with minimal supervision.

#### ***Desirable Criteria***

- 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.

#### **Special Requirements**

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