



POSITION DESCRIPTION

Position: Evaluation Coordinator (BSD.134)
Reports To: Research and Evaluation Manager
Classification: Band E

CANCER COUNCIL VICTORIA

Every year, more than 30,500 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 / 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. 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 prevention and cancer screening. The Centre also undertakes evaluation of cancer prevention and screening programs and services housed within Cancer Council Victoria, including high profile public communication programs such as [Quit](#), [SunSmart](#) and [LiveLighter](#).

PROGRAM OVERVIEW

The Screening, Early Detection and Immunisation (SEDI) Program is positioned with the Prevention Division and is an initiative to address cancer screening participation (breast, cervical and bowel cancer screening) and to increase HPV vaccination and viral hepatitis detection/prevention among priority populations, including: Aboriginal and/or Torres Strait Islander people; culturally and linguistically diverse; and low

socioeconomic status groups. The position is located within CBRC which is on the same floor as the SEDI program.

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 priority population groups. The role will develop and implement evaluation plans including data collection, analysis and reporting to support ongoing program development. The Evaluation Coordinator reports to the Research and Evaluation Manager (SEDI) within the Centre for Behavioural Research in Cancer 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 the SEDI Program, including the community-based projects funded under this initiative.
- Take a partnership approach and work with program funders and funded community agencies to identify and develop methods and tools 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.
- Establish and maintain effective feedback and reporting loops to enable learnings to be incorporated during project 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 SEDI team to collect data in community and primary health settings, including survey development and conducting interviews.
- Draw conclusions from qualitative and quantitative data to support ongoing program development, assessment of progress towards targets and development of recommendations for the planning of future policy and programs.

Stakeholder Engagement and Communication

- Consult with the program's key partners including BreastScreen Victoria and the Victorian Department of Health and Human Services (for the National Bowel Cancer Screening Program) as well as community agencies funded under this initiative to inform the development and implementation of evaluation plans.
- Establish relationships with the community agencies and work together to monitor project processes, learnings and outcomes.

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 program development and determine program impact

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

- 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 development and the community health sector as well as evaluation approaches appropriate for use in the community sector.
- 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