

# Role Description

## Senior Research and Evaluation Officer



Cancer  
Institute

Cluster	NSW Health
Agency	Cancer Institute NSW
Division	Cancer Screening and Prevention
Location	Australian Technology Park
Classification/Grade/Band	Health Manager Level 3
Kind of Employment	Fixed Term (up to 30 April 2020), Part-time (3 days per week)
ANZSCO Code	511112
Role Number	682862
PCAT Code	1119192
Date of Approval	September 2019
Agency Website	<a href="http://www.cancer.nsw.gov.au">www.cancer.nsw.gov.au</a>

### Overview

The Cancer Institute NSW is Australia's first statewide cancer control agency, established to lessen the impact of cancer in NSW. The Institute supports and promotes best practice; working to ensure people across the state, no matter where they live, are provided the same high quality treatment and care that is vital to optimising the outcomes and quality of life for people diagnosed with cancer.

Driven by the purpose and objectives of the NSW Cancer Plan, the Institute continuously works to:

- reduce the incidence of cancer
- increase the survival rate for people with cancer
- improve the quality of life of people living with cancer
- provide a source of expertise on cancer control for the government, health service providers, medical researchers and the general community

The Division of Cancer Screening and Prevention works to reduce the incidence of cancer and improve the survival of people with cancer through:

- management and funding for the three population-based cancer screening programs (bowel, breast and cervical)
- the co-ordination of cancer screening and smoking cessation services for the people of NSW
- the implementation of social marketing campaigns which aim to modify the behavior of the community to increase participation in the cancer screening programs; and reduce the risk of developing cancer
- providing advice and contributing to policy development and implementation.

### Primary purpose of the role

Manage the development, implementation and reporting of research and evaluation projects to measure and monitor the performance of Cancer Screening and Prevention programs and activities to inform strategic direction.

## Key accountabilities

- Manage qualitative and quantitative research projects to inform planning, monitor performance and evaluate the effectiveness of programs and activities.
- Procure and manage commissioned research and evaluation projects in line with procurement guidelines and contracts management processes to ensure project governance and comply with Institute policies and procedures.
- Provide strategic advice on the design of research and evaluation projects to ensure an evidence-based approach to programs and activities.
- Provide technical advice on statistical analyses for research and evaluation projects.
- Contribute to the production of Cancer Screening and Prevention publications which communicate research and evaluation findings, including monographs, journal articles, fact sheets and briefing documents to generate and disseminate Cancer Screening and Prevention evidence to inform cancer control policy and practice.
- Develop reports, correspondence and briefings as requested by key internal and external stakeholders to provide expert, timely and professional advice.
- Promote the profile and strategic use of Cancer Screening and Prevention Division research among stakeholders, including publication in peer review publications and presentations at relevant national and international conferences to support optimal utilisation of data assets.

## Key challenges

- Ensuring technical rigour in research and evaluation projects in line with Cancer Plan priorities while obtaining value for money in the procurement of research and evaluation services
- Managing the delivery of multiple research and evaluation projects across a large and diverse program of work, with competing priorities and timeframes
- Identifying and implementing new research methodologies in line with Cancer Screening and Prevention programs and activities, given the challenges of measuring health behaviours and the context of changing technology

## Key relationships

Who	Why
<b>Internal</b>	
Team Leader, Research and Evaluation	Receive and respond to feedback on own performance; obtain direction on work priorities and approaches, receive instruction for new projects, obtain approval for commissioned research and evaluation projects and provide briefings and updates on research and/or evaluation contracts
Research and Evaluation Officers	Collaborate in the delivery of research and evaluation projects; provide professional mentoring
Project Officers and Managers, Cancer Screening and Prevention	Collaborate with to ensure research and evaluation projects are aligned to meet the needs of Cancer Screening and Prevention Programs and activities

Who	Why
<b>External</b>	
Suppliers of commissioned research (e.g. market research agencies)	Conduct qualitative and quantitative research and evaluation projects
Health agencies (e.g. NSW Ministry of Health, NSW Quitline, Cancer Council NSW)	Share data and information and collaborate on research and evaluation projects

## Role dimensions

### Decision making

- Accountable for the quality, integrity and accuracy of the content of advice provided in respect to evidence-based and strategic cancer screening and prevention policy and related issues. Manages the allocation of the Research & Evaluation Program budget
- Responsible for making day-to-day decisions relating to their work priorities and workload management, and is responsible for managing projects ensuring completion within agreed timeframes, quality standards and budget

### Reporting line

The Senior Research and Evaluation Officer reports to the Team Leader, Research and Evaluation

### Direct reports

N/A

### Budget/Expenditure

N/A

## Essential requirements

- Experience in the development and implementation of research projects including design, qualitative and quantitative methodology and evaluation
- Advanced understanding of statistical techniques for behavioural sciences, including the use of statistical packages such as SPSS
- Understanding of and experience with the development and implementation of evaluation projects, including the evaluation of social marketing in public health
- Relevant tertiary qualifications or demonstrated equivalent professional experience and training.







## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

This role also utilises an occupation specific capability set.

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Advanced</b>
	Influence and Negotiate	Adept
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	<b>Optimise Business Outcomes</b>	<b>Intermediate</b>
	Manage Reform and Change	Intermediate
Capability Set	Capability Name	Level
 Occupation Specific	<b>Data Management</b>	<b>Adept</b>

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths.</li> <li>Show commitment to achieving challenging goals.</li> <li>Examine and reflect on own performance.</li> <li>Seek and respond positively to constructive feedback and guidance.</li> <li>Demonstrate a high level of personal motivation.</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding.</li> <li>Translate technical and complex information concisely for diverse audiences.</li> <li>Create opportunities for others to contribute to discussion and debate.</li> <li>Actively listen and encourage others to contribute inputs.</li> <li>Adjust style and approach to optimise outcomes.</li> <li>Write fluently and persuasively in a range of styles and formats.</li> </ul>
<b>Relationships</b> Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>Build a culture of respect and understanding across the organisation.</li> <li>Recognise outcomes which resulted from effective collaboration between teams.</li> <li>Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government.</li> <li>Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions.</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use records, information and knowledge management functions and systems</li> <li>• Understand and comply with information and communications security and acceptable use policies</li> <li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies.</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>
<b>People Management</b> Optimise Business Outcomes	Intermediate	<ul style="list-style-type: none"> <li>• Develop team/unit plans that take into account team capability and strengths</li> <li>• Plan and monitor resource allocation effectively to achieve team/unit objectives</li> <li>• Ensure team members work with a good understanding of business principles as they apply to the public sector context</li> <li>• Participate in wider organisational workforce planning to ensure the availability of capable resources</li> </ul>

## Occupation / profession specific capabilities

Capability Name	Level	Level Descriptions
Data Management	Adept	<ul style="list-style-type: none"><li>• Identify and apply appropriate analytical evaluation methodologies, techniques and concepts.</li><li>• Review and evaluate data sources to assess the validity and reliability of the data, applying a range of analytical techniques to inform analysis outputs.</li><li>• Apply key attributes for structuring data, recognising commonly used formats and how best to use these in meeting end user needs.</li><li>• Advise on the application of quality standards, facilitating compliance and contributing to improvements.</li></ul>