

Role Description

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 2
Kind of Employment	Ongoing
ANZSCO Code	511112
Role Number	14960
PCAT Code	1119192
Date of Approval	14 September 2015
Agency Website	www.cancer.nsw.gov.au

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.

In order to achieve this, the Institute engages with the community, health professionals, researchers, governments and charity organisations to:

- provide information, resources and advice about preventing cancer
- promote the importance of early detection through cancer screening programs and community awareness
- provide grants that build research capacity and foster innovation in, and translation of, cancer research into improved cancer outcomes
- maintain quality information repositories about cancer in NSW to inform future policy and health planning
- establish partnerships with cancer healthcare professionals to develop and evaluate programs to improve the quality of cancer treatment and care in NSW.

Primary purpose of the role

Co-ordinate and support the establishment, delivery, management and monitoring of research and evaluation projects to contribute to the achievement of project outcomes and Divisional objectives.

Key accountabilities

- Provide a range of project management and support services to allocated research and evaluation projects, including preparation of detailed project scopes and briefs, development and monitoring of project plans, coordinating resources, and monitoring milestones and deliverables, to support the achievement of project outcomes and Division objectives
- Manage assigned projects from the concept phase to project closure to ensure projects are undertaken effectively, within scheduled timeframes and on budget, whilst achieving agreed targets
- Commission and conduct research such as literature searches to inform the development of new projects and optimise existing projects
- Review, monitor and report on project plans and progress, identifying issues and risks to ensure the successful delivery of projects, on time and within budget
- Prepare a range of project documentation, including reports, correspondence, discussion papers and responses to ensure the provision of accurate and relevant materials and inform key stakeholders
- Provide advice and input into the design of research and evaluation projects to support the development of innovative approaches that comply with best practice and are responsive to evolving Cancer Screening and Prevention programs and activities
- Manage established and future data holdings in line with relevant data quality and governance policies and procedures to ensure the development of best-practice research and evidence
- Prepare, disseminate and facilitate the communication of research and evaluation findings in peer-reviewed journal papers, written articles, reports and conference presentations to inform cancer control and public health policy and practice.

Key challenges

- Delivering multiple project initiatives and outcomes within tight time frames given the need to manage competing priorities and resourcing
- Identifying and communicating trends, issues and practices to inform project management and decisions given the need to maintain currency of expertise across a diverse portfolio of projects and programs.

Key relationships

Who	Why
Internal	
Director Cancer Screening and Prevention	Seek approval for research and evaluation projects, provide updates on contracts, and provide briefings, as required
Manager Business Intelligence and Information Systems	Receive guidance and provide updates on key research and evaluation projects, issues and priorities

Who	Why
Manager Cancer Information Analysis	Provide analytical support for key Cancer Screening and Prevention indicators, as required
Manager Data and Information Governance	Seek advice and input in the development and implementation of data governance policies and procedures
Research and Evaluation Coordinator	Receive guidance from, and receive and respond to feedback on work performance
Program Managers and Project Officers, Cancer Screening and Prevention	Collaborate and exchange information to ensure that research and evaluation projects are aligned
External	
Health Community	Foster and maintain relationships, manage expectations, exchange information, respond to enquiries
NSW Ministry of Health	Seek access to health behaviour indicators; collaborate on surveys; share health research findings
NSW Quitline	Exchange data and information as required by the Tobacco Control Program
Other agencies including AH&MRC, Cancer Council NSW	Collaborate, consult and liaise on research and evaluation projects
Ethics Committees	Seek approval for research and evaluation projects
Academic Advisors	Receive advice and commission research and evaluation projects
Suppliers of commissioned research e.g. market research agencies	For the conduct of qualitative and quantitative research and evaluation projects

Role dimensions

Decision making

- Determines day to day work and project priorities in line with overall priorities
- Undertakes consultation and resolves routine project enquiries from internal and external stakeholders, identifying and interpreting relevant information
- Accountable for the development and maintenance of effective working relationships with internal and external project stakeholders to support achievement of project deliverables, escalating any contentious issues to supervisor.

Reporting line

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

Direct reports

The Research and Evaluation Officer has 0 direct reports

Budget/Expenditure

N/A

Essential requirements





- Knowledge of relevant trends, issues, policies and practices across health portfolios
- Experience in research and evaluation, preferably in a health context
- Understanding of the NSW Health System and the Health Records and Information Privacy Act
- Tertiary qualification in an appropriate discipline.

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

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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Adept

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
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> Utilise facts, knowledge and experience to support recommendations Work towards positive and mutually satisfactory outcomes Identify and resolve issues in discussion with other staff and stakeholders Identify others' concerns and expectations Respond constructively to conflict and disagreements Keep discussion focused on the key issues
Results Deliver Results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Prepare clear project proposals and define scope and goals in measurable terms Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Prepare accurate estimates of costs and resources required for more complex projects Communicate the project strategy and its expected benefits to others Monitor the completion of project milestones against goals and initiate amendments where necessary

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">Evaluate progress and identify improvements to inform future projects