

## POSITION DESCRIPTION

*Cancer Council Australia is the leading national non-government cancer control organisation. We develop and promote independent, evidence-based policy and information on cancer prevention, detection, treatment and care. We support our members, the eight state and territory Cancer Councils, to: undertake and fund cancer research; prevent and control cancer; and provide information and support for people affected by cancer.*

<b>JOB TITLE:</b>	Intern	<b>DIVISION:</b>	Cancer Control Policy
<b>LOCATION:</b>	Flexible working arrangements.	<b>STATUS:</b>	Temporary
<b>REPORTS TO:</b>	Managers – Public Health Policy / Cancer Care Policy	<b>HOURS:</b>	A total of 24 working days (168 hours) spread over the course of a number of weeks (to be negotiated)
<b>POSITION NO:</b>	CCA-INT-111	<b>LAST UPDATED:</b>	May 2023

### Organisational context

As Australia's leading cancer charity, Cancer Council unites the community, provides support, invests in research and saves lives. We are proud to work across all stages of the cancer journey spectrum from prevention to end of life.

Cancer Council Australia's key strategic priority areas are research, prevention, support, policy, advocacy and sustainability.

### Role description

This internship provides the opportunity to develop experience, skills and working knowledge in policy, research and liaison, and project administration and support, in the context of a not-for-profit public health cancer charity.

The Intern will sit within the Cancer Council Policy Division and may support the development and maintenance of both the National Cancer Prevention and Cancer Care Policies, support the development of responses to National submissions. The Intern may also provide project support and some administrative support for the Division.

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Document ID: CCAFCS42	Created by: Lisa Miskell	Version: 1.0	Approval date: May 2023	Review due: June 2024

The role best suits someone with an understanding of evidence-based policy who has experience undertaking evidence reviews and synthesis. The Intern will have well-developed organisation, teamwork and communication skills, and is proactive and passionate about working for a leading charity that makes a difference to people affected by cancer.

This Internship will be undertaken on an unpaid basis with no expectation that a paid employment role will be offered as a result of performing the internship.

### Accountabilities

The range of duties the Intern may be required to undertake are:

- Develop and conduct search queries for literature reviews and systematic reviews of the research
- Desktop research
- Critically analyse and synthesise data, research, and feedback from stakeholders
- Draft policy documents and correspondence
- Support the administration and coordination of consultation groups
- Liaise with and maintain effective working relationships with internal and external colleagues and stakeholders
- Undertake and support projects and policy submissions
- Assist in delivering other activities depending on the needs of the team and organisation, as determined by their supervisor.

### Main Challenges

- Demonstrate and maintain a rigorous, structured and systematic approach to literature searches, screening of and presentation of results repetitively across diverse fields of scientific literature.
- Build subject matter knowledge while developing and applying policy analysis and presenting that work in a variety of ways
- Manage competing activities and priorities while meeting the demands of a fast-paced, diverse environment.
- Provide high quality project and secretariat support to staff and committees working in diverse and highly specialised fields.

### Key Relationships

Position reports to the Managers Public Health Policy / Manager Cancer Care Policy.

The position may involve working closely with:

- Director Cancer Control Policy and members of the Cancer Control Policy team
- Chairs and members of Cancer Council's national policy committees and sub-committees
- Colleagues within Cancer Council Australia

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## Selection Criteria

### Essential:

- Tertiary qualifications in health, science, communications or a related field, OR progress towards postgraduate qualifications in one of these areas.
- Understanding of the principles of evidence-based policy.
- Demonstrated experience working with scientific literature, specifically undertaking structured literatures searches, critical appraisal and data extraction.
- Demonstrated organisation and time management skills, with the ability to manage multiple tasks to meet deadlines
- Excellent interpersonal skills and demonstrated experience working effectively in a team setting.
- Proven oral and written communication skills
- Understanding of and commitment to the not-for-profit sector

### Desirable:

- Experience in using evidence in the development of policy or to inform recommendations.
- Experience providing secretariat support.

<b>APPROVED BY:</b>	Director, Cancer Control Policy	<b>Date:</b>	May 2023
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