



Vision

To beat cancer in South Australia

Statement of purpose

To unite the community in the fight against cancer and act as an independent voice for cancer control in South Australia

Position description and person specification

Position title:	CALD Project Officer		
Position number:	A197		
Unit:	Cancer Control Programs		
Department:	Cancer Prevention Unit		
Location:	202 Greenhill Rd		
Manager:	Manager, Cancer Prevention		
Grade:	3	Employment:	0.6 FTE (1 year fixed term contract)
Last updated:	Feb 2013	By whom:	David Edwards

About Cancer Council SA

- has worked resolutely since 1928 to defeat cancer in this state
- is the state's leading independent, cancer-related non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives research, cancer prevention and cancer support
- is uniquely positioned as a resource for action and a voice for change in the fight against cancer
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies.

Values

Integrity

We are open and ethical in everything we do and accountable for our actions

Respect

We embrace the diversity of our community and put their needs at the heart of every decision we make

Credibility

We are a trusted source of cancer information and support, driven by the best evidence available

Leadership

With courage and conviction, we unite and empower others with a strong message of hope for a future without cancer

Results

We are committed to achieving the best possible cancer outcomes for the community through the best use of knowledge and resources

Cancer Prevention Unit role and objectives

Current knowledge suggests that up to 50% of cancer is preventable. The Cancer Prevention Unit is based on health promotion and social marketing frameworks that are used to bring about changes in cancer risk at an individual, group and community level.

Through a range of strategies the Cancer Prevention Team aims to:

- **advocate** for policy and environments that support cancer prevention in the South Australian community
- **raise awareness and influence behaviour change** focussing on the modifiable risk factors for cancer
- effectively **integrate** cancer prevention strategies with research, cancer support and marketing activities
- ensure **equity** of access to cancer prevention program activities for all South Australians.

Quit SA is sponsored jointly by CCSA and National Heart Foundation, with funding from the Department of Health. It is the leading agency in SA working to prevent the harm caused by tobacco use by:

- Educating the community and promoting smoking cessation and smoke-free environments through mass media advertising and advocacy;
- Providing telephone counselling, printed information and other support for those who want to quit smoking;
- Increasing the involvement of health service providers in promoting smoking cessation;
- Working with young people and schools to promote non-smoking;
- Working with disadvantaged

Position overview

The CALD Project Officer leads the development and provision of strategic Cancer Control information, advice and activity to CALD communities in SA. Advice is to internal and external stakeholders at the local and national level. The Project Officer will demonstrate leadership in the development, review and evaluation of evidence-based strategies which lead to achieving CCSA targets in this area.

Reporting relationships

The position reports to:	Manager, Cancer Prevention
Number of staff reporting to position:	0

Key accountabilities (outcome based)

Service Delivery:

Improve the competence of CCSA staff to provide culturally appropriate services by:

1. Provide cross cultural training and information to staff which improves the quality of services to CALD communities/stakeholders.
2. Provide training and information to staff which ensures the appropriate use of and enhances access to language services for CALD callers and their families.
3. Identify and develop strategies to address gaps in service provision for CALD communities.
4. Act as a support for CCSA staff regarding cultural diversity matters and service provision.
5. Undertake research to ascertain the cancer related health needs of CALD communities and inform service development initiatives, policy development and strategic planning.
6. Provide advice to the Manager regarding budget, strategic planning and areas of growth in the CALD area. Ensure that appropriate information is available for CALD

communities as appropriate eg CCSA web site, printed materials, existing networks of bi-lingual workers.

7. In partnership with internal stakeholders and/or CALD organisations identify and pursue opportunities to secure grant funding to support the implementation of Cancer Control strategies among CALD communities.

Strategy, Policy and Planning

1. Develop, implement, manage, review and update CCSA's Cultural Diversity strategic plan for building organisational capacity in conjunction with Cancer Control Managers and HR.
2. Provide advice and ensure that appropriate information is available in CCSA website and social media.
3. Establish and foster relationships and partnerships with key SA CALD organisations and CALD communities to enhance understanding of CALD needs and available resources
4. Attend relevant internal and external meetings such as diversity networks meetings.

Protect your own health and safety and that of others by:

- Following reasonable instructions and training and complying with organisational policy and safety systems.
- Identifying and reporting workplace hazards and incidents to their supervisor.

Special conditions

No special conditions.

Person specification (knowledge, skills and experience)

- Tertiary qualification in behavioural or health science.
- An understanding of qualitative and quantitative research methods, and a proven ability to take responsibility for research and/or evaluation project development and implementation.
- Demonstrated success at data collection, analysis and reporting.
- Ability to plan and organise workload to achieve targets and meet deadlines.
- Knowledge and experience in working with CALD communities.
- Excellent oral and written communication skills.
- A South Australian driver's licence.

Signatories

Incumbent name: _____

Signature: _____ Date: _____

Manager name: _____

Signature: _____ Date: _____