



## Australian Government

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### Cancer Australia

# Business Support Officer

### About Cancer Australia

Cancer Australia was established to benefit all Australians who are affected by cancer, and their families and carers. Cancer Australia works to reduce the impact of cancer and improve the wellbeing of those diagnosed by ensuring that evidence informs cancer prevention, screening, diagnosis, treatment and supportive care.

### The Role

The Business Support Officer will be responsible for providing a range of administrative services to the employees, associates and clients of Cancer Australia, and for assisting the Corporate Affairs Team to deliver its work plan and priorities. This position will also provide a range of HR and corporate services as required.

### The person

We are looking for a dynamic and motivated Business Support Officer to join our team in the Sydney head office on an ongoing full-time basis. We are seeking candidates who are customer focussed, energetic administrators who possess technical and system knowledge and have a genuine interest in forging a career in Corporate Services.

Reporting to the Manager, People, Capability and Corporate Services, you will provide support in Office Services, Reception and Enquiries, Property Services and Travel. You will also assist in the administration and support of key HR & Corporate Services initiatives and a high-performance culture.

The role is consistent with the Australian Public Service Commission Work Level Standards, which can be found at:

[www.apsc.gov.au/apscrecruitment/worklevelstandards.pdf](http://www.apsc.gov.au/apscrecruitment/worklevelstandards.pdf).

### Submitting your application

Application is through a resume and a one page pitch in response to selection criteria. Please download the Job Specification for further details. Your application should include a short covering letter, an up-to-date resume.

Applications need to be submitted via the Cancer Australia online recruitment system <http://canceraustralia.gov.au/about-us/employment-opportunities>

For further help, tips and information on applying for a role in the Australian Public Service (APS), please visit <https://www.apsc.gov.au/cracking-code>

Where circumstances prohibit your access to our online system please contact the enquiries person listed in this advertisement for assistance prior to the close date.

**General enquiries:** [recruitment@canceraustralia.gov.au](mailto:recruitment@canceraustralia.gov.au) or 02 9357 9400.

**Closing date:** 11:30 pm 3 April 2019

**Reference:** 19\_11\_BSO

**CLICK FOR FURTHER  
INFORMATION AND TO APPLY**