



Australian Government

Cancer Australia

Senior Project Officer, Finance and Corporate Affairs

About Cancer Australia

Cancer Australia was established by the Australian Government in 2006 to benefit all Australians affected by cancer, their families and carers. Cancer Australia aims to reduce the impact of cancer, address disparities and improve outcomes for people affected by cancer by leading and coordinating national, evidence-based interventions across the continuum of care.

Cancer Australia works collaboratively and liaises with a wide range of groups, including those affected by cancer, key stakeholders and service providers with an interest in cancer control. The agency also focuses on populations who experience poorer health outcomes, including Aboriginal and Torres Strait Islander peoples and people living in rural and remote Australia.

The Role

The role is full-time, based in our Sydney office. The position is a non-ongoing position for a period of up to 12 months. The Senior Project Officer, Finance and Corporate Affairs is responsible for Human Resource Management and the management of procurement, grants and general compliance for Cancer Australia. The position will be responsible for providing HR related advice and information to staff, the timely processing and maintenance of a range of Human Resources functions such as occupational health and safety and recruitment, as well as compliance, procurement advice and the management of contracts and grants reporting.

The Person

The position requires a considerable range of Human Resources, administration, and operational skills, experience and knowledge, including the ability to provide advice whilst ensuring identification and application of best practice principles and standards. This position will require excellent understanding of the APS Human Resources framework as well as application of PGPA Act and associated legislation. This is a position requiring strong organisational skills; the ability to work independently as well as part of a team and to be responsive, discreet and flexible to work to deadlines. The Senior Project Officer, Finance and Corporate Affairs, reports to the Chief Operating Officer.

Submitting Your Application

Cancer Australia uses an online recruitment system (E-Recruit) to submit and receive all applications. A link to the candidate portal is provided on our website at <http://canceraustralia.gov.au/about-us/employment-opportunities>. In exceptional circumstances, applications may be submitted by email. You must contact the Recruitment Team via recruitment@canceraustralia.gov.au or on 02 9357 9400 prior to application closing time if you are unable to submit an application via E-Recruit. Emailed applications will only be accepted prior to the closing time and with prior approval.

Candidates must base their applications on the selection criteria and role statement. Applications should also include resume.

Closing Date: Wednesday 20th September, 2017