

**EDUCATION UNIT
REVISED STAFF PHONE EXTENSION LIST**

Administration

Director, Dorothy Reading	145
Rosemary Collins	146
Grazyna Wojciechowicz	209

SunSmart/Schools

Craig Sinclair	152
Martin Sweeney	202
Anita Cherubin	148
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Lorraine Grigg	220

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Nerissa Caine	271
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Sandra McLure	210
Jennie Mills	211
Julie Anne Mitchell	143
Nicolette Torcello	144
Betul Kinali	161
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Cancer Information Service

Doreen Akkerman	129
Melissa McGrath	198
Judith Ferry	141
Suzie Grogan	204 or 215
Robyn Metcalfe	204 or 215
Leonie Salmons	204 or 215
Doug Watson	204 or 215
Cathy Rose	204 or 215

Resource Centre

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Liz Tucker	135
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EDUCATION UNIT - STAFF PHONE EXTENSION LIST

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Rebecca Bramwell	206
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Graham Fletcher ✓	207
Sheila Hirst ✓	150
Louise Johnson ✓	152
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Cancer Information Service

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EDUCATION UNIT

Job Description

PROJECT OFFICER

CANCER PROGRAMS FOR SCHOOLS AND EDUCATIONAL PROFESSIONALS

This position is within the Education unit of the Anti-Cancer Council of Victoria (ACCV). The Project Officer will be employed within the area of cancer programs for schools and related health education professionals.

The Project Officer will be part of a team involved in developing and producing cancer education programs for schools, and the inservice of teachers and Health Education professionals. The programs encompass the pre-school, primary, post-primary and tertiary sectors.

The Anti-Cancer Council employs non-smokers with a commitment to the objectives of the organisation.

Accountability:

The Project Officer will report to the Schools Program Manager.

Responsibilities:

1. Resource Development.
 - Monitor requirements for, and co-ordinate development of, resource materials for schools particularly in the Primary school area.
 - Assist in the evaluation and revision of existing teaching resources.
2. Professional Development.
 - Assist in the design and presentation of inservice programs for teachers to support other ACCV teaching resources.

Such programs will target

- teachers and parents in the primary and post-primary sectors.
 - staff and students in under-graduate and post-graduate health education courses.
 - community based health professionals involved in school health education programs.
3. Promotional activities.
 - Liaise with individuals and groups involved in the provision of ACCV-related programs such as Community Health Centres, youth organisations and service clubs to encourage the use of ACCV resources and the implementation of appropriate policies in schools.
 - Assist with writing publicity articles and advertisements for inclusion in appropriate school-oriented publications and regular program newsletters.

4. Assist in the development and delivery of other specific programs or projects as negotiated with the Manager.

Skills and experience required

Mandatory:

- Excellent communication skills (oral and written).
- Excellent presentation skills in large and small groups.
- Significant teaching experience.
- Understanding of the Victorian education system, including primary, post-primary, government and non-government sectors.
- Familiarity with current curriculum development initiatives (state and national).
- Ability to work independently and with minimum supervision.
- Ability to work as part of a team.
- Current full Victorian Drivers Licence.

Desirable:

- Ability to develop and maintain networks and liaise with a wide range of organisations.
- Ability to initiate projects and set up evaluation procedures.
- Ability to manage project budgets.
- Ability to use p.c. (Macintosh).
- Flair and creativity.
- Good networking skills.

Conditions

Tenure

This position is offered on an annual basis.

EDUCATION UNIT

Job Description

SUNSMART PROMOTIONS OFFICER

The position is within the Education Unit of the Anti-Cancer Council of Victoria (ACCV). The Promotions Officer will be part of a team responsible for developing and delivering a comprehensive skin cancer control program within the Victorian community.

Responsibilities:

The SunSmart Promotions Officer is accountable for developing and implementing the promotional activities of the SunSmart campaign with the aim of increasing the profile of the campaign and its key communications.

The Promotions Officer will work with other members of the SunSmart team and the ACCV Communications Unit to support the public relations strategy being implemented and will in particular support regional media and community activity.

Duties:

1. To develop and implement a promotional plan which includes:
 - Campaign launch (October/November)
 - National Skin Cancer Awareness Week activities (late November)
 - SunSmart Week (3rd week of January) which will focus on swimming pools
 - funding promotional opportunities within existing summer events, eg., rock concerts, beach promotions
 - continuing and finding new promotional associations with the retail, sporting and media sectors
2. In consultation with the ACCV Communications Unit and other SunSmart staff, edit SunSmart Update newsletter.
3. In consultation with ACCV Communications Unit, research, write and place articles and press releases in specialist magazines and newsletters.
4. To promote the program through local media by informing press, radio and television of forthcoming events in their area, and generally to promote the SunSmart message/campaign in regional Victoria.
5. To respond to requests for promotional/media support from community organisations and to encourage use of the SunSmart educational and promotional resources for local educational activities. These include school resources, Sid Seagull suit, videos, displays, literature.
6. At the direction of the Manager, encourage SunSmart activity in areas of Victoria where there is no recent history of involvement in the program.
7. To support SunSmart sponsorship of the Victorian Tennis Association, the Royal and Surf Lifesaving organisations and Swimming Victoria.

Personal Qualities and Experience:

The position of SunSmart Promotions Officer is a challenging one. Some knowledge of skin cancer and its prevention, and a commitment to a public health approach to reduce skin cancer are essential. At least two years experience in promotions/public relations is essential.

The Promotions Officer must have good writing and verbal presentation skills, including the ability to turn scientific data into non-technical information.

The Promotions Officer must be a self-starter, able to work alone. He or she must be well-organised and efficient.

He or she must be capable of initiating, encouraging and supporting promotional activities around Victoria. The ability to impart information and skills, and to communicate effectively with a range of people are essential. High energy levels and enthusiasm are essential prerequisites as the emphasis in the SunSmart program is on having fun outdoors, but protecting your skin as you do so.

The Promotions Officer must be prepared to work as part of a team committed to raising awareness of skin cancer prevention and early detection in the community.

Other Requirements:

The Promotions Officer:

must be a non-smoker

must hold a current full Victorian driver's licence

Conditions:

Hours:

The Council staff officially work a 35 hour week. Field Officers will be required to work some weekends and over the Christmas-New Year holiday period. Time-in-lieu will be given on weekdays.

Travel:

The Promotions Officer will be based at the Anti-Cancer Council of Victoria's offices in Carlton South, however, a considerable amount of work time may be spent travelling within Victoria. A car will be provided for these trips, and accommodation and expenses will be paid to a level agreed with the Manager.

Period of Employment:

This position is full time over a period of approximately 12 months from March 1993 to March 1994.

Key Relationships:

The Promotions Officer will report directly to the Manager, SunSmart and Schools Program. S/he will work closely with the SunSmart team which includes the Community Programs Officer, the Campaign and Sponsorship Officer, and the Administrative Secretary. Daily contact will be required with the ACCV Communications Unit. Close contact will also be maintained with the ACCV Resource Centre, and with CBRC staff (evaluation).

Job Description Community Programs Officer - SunSmart

Aim

The Community Programs Officer is responsible for developing and implementing programs to promote skin cancer prevention issues at a community level throughout Victoria. The Community Programs Officer will also assist with the promotion of SunSmart through nominated sporting and arts/cultural projects.

Responsibilities

- 1. To encourage community based initiatives in the area of skin cancer prevention**
 - a) Investigate and liaise with statewide networks and peak organisations which can be involved in furthering the program's aims.
 - b) Maintain regular contact with key community based agencies by promoting the availability and appropriateness of resources.
 - c) Respond to requests for support from community based organisations and encourage the development, documentation and evaluation of SunSmart initiatives at a local level.
 - d) Assist community organisations to exploit local media and other promotional opportunities.
 - e) Respond to calls and provide information and advice to industry on occupational health and safety issues in relation to sun exposure.
 - f) Develop and promote relevant resources for community based organisations.
 - g) Identify gaps in SunSmart service provision at a local level and assist with the development of co-ordinated local or regional skin cancer control programs.

- 2. Co-ordinate and implement training opportunities. This is to be targeted to:**
 - a) Community workers in the area of the SunSmart Campaign and health promotion generally.

- b) Speakers arranged through the Cancer Information Service who represent SunSmart in the community programs area.
 - c) General Practitioners in the area of detection and management of skin cancer.
3. **The promotion of SunSmart through nominated sporting and arts/cultural projects**
- a) Coordinate the Victorian Women's Cricket Association and the Victorian Diving Association sponsorship arrangements.
 - b) Develop and implement a promotional plan and sponsorship evaluation.
4. **As a member of the SunSmart team, contribute to the achievement of the overall goals**
- a) Assist with the development of the campaign strategy, particularly in the community programs and sponsorships areas.
 - b) Contribute to the planning and implementation of the campaign's key launches and promotional events.
 - c) Assist with the writing of the campaign evaluation by preparing the Community Program report and contributing to the Sponsorships report

Personal Qualities and Experience

- Ability to communicate effectively with a wide range of individuals and organisations.
- Ability to impart information and skills by a variety of means including verbal, written, formal and information training; including public speeches, interviews with the media, conducting a formal or informal seminar, etc.
- Ability to work as part of a team.
- Ability to work in an efficient organised manner with minimal supervision.
- Energy, enthusiasm and a sense of humour.

Other Requirements

The Community Programs Officer must:

- hold a current Victorian driver's licence.
- be a non-smoker.
- be willing to travel long distances alone.
- be willing to meet the demands of work in a campaign atmosphere.

Conditions

Tenure

As this position is funded on a 12-months basis by the Victorian Health Promotion Foundation, employment is reviewed annually.

Travel

The Community Programs Officer will be based at the Anti-Cancer Council of Victoria's offices in Carlton South, however some work time will be spent travelling within Victoria. A program or hire car will be provided for these trips, and accommodation and expenses will be paid to a level agreed with the Manager.

Hours

ACCV staff officially work a 35 hour week. The Community Programs Officer will need to work flexible hours, taking time in lieu to cover weekend work, night meetings and/or travel.

Key Relationships

The Community Programs Officer will report directly to the Manager, Skin Cancer Prevention Program. He or she will also work closely with other SunSmart staff, particularly the Sponsorship and Campaign Officer. He or she will also liaise regularly with the Schools Program, ACCV Resource Centre, Cancer Information Service, Centre for Behavioural Research in Cancer and Quit.

Salary

Salary will be based on ACCV salary scales.

PAP TEST VICTORIA

PROJECT OFFICER - PROMOTIONS

JOB DESCRIPTION

This position is within the team of *Pap Test Victoria*, a statewide cervical cancer screening education program. This includes the Program Manager, the Project Officer- Promotions, the GP Coordinator and members of the Advisory Committee. *Pap Test Victoria* involves personalised letters of invitation, professional education with service providers, a media program and the community program. This latter program includes all the activities undertaken at a local level to reach identified target groups. These activities are undertaken both indirectly through local agencies and directly through *Pap Test Victoria* staff.

The role of the Project Officer - Promotions is in the development and implementation of the community based program as well as contributing to the planning and implementation of the overall program. In particular, the Project Officer - Promotions co-ordinates the promotional activities. This includes the media campaign as well as specific community based events.

Accountability

- * Reports to the Program Manager, Breast and Cervical Cancer Education Programs.

Responsibilities

1. In conjunction with other members of the team, to develop and implement the overall program strategy.
2. In conjunction with other staff, to implement the community strategy in the identified regions.
 - a. To identify and involve key community networks, agencies and service providers in the planning and development of the community program.
 - b. To monitor the implementation of the community grant program
 - c. To support locally initiated activities through the provision of resource materials, in-service programs and informal and formal communications.
 - d. To identify areas of minimal activity and to consider strategies that may be implemented to meet these gaps.
 - e. To initiate and implement specific community activities.

3. To co-ordinate the development and implementation of the media program.
 - a. To liaise with other ACCV staff and external consultants to develop and implement the overall media strategy.
 - b. To develop specific promotions/media angles that will maximise the impact of the media buy.
 - c. In conjunction with the media buyer, liaise with relevant media outlets.
 - d. To facilitate the development and sending of press releases
 - e. To develop and implement the ethnic media strategy
 - f. To monitor the extent and impact of the media campaign.
 - g. To work within the defined budget and to monitor expenditure monthly.
4. To identify opportunities for local promotional activities such as shopping mall displays, community fairs etc and to implement such activities as required.
5. To co-ordinate and implement in-service programs as required.
6. To co-ordinate the 008 telephone service:
 - a. Updating resource information, listings, in-servicing ACCV staff
 - b. Respond to 008 callers and other general enquires
 - c. Monitoring telephone calls.
 - d. Production of multilingual insert
 - e. In-servicing of relevant ethnic agencies who may take calls from NESB women.
8. To explore opportunities to work with other agencies such as BreastScreen
9. To participate in other *Pap Test Victoria* program areas as required.
10. To participate in other Education Unit activities as required.
11. To assist in the program evaluation and the writing of the final report.

Key Relationships

The project officer will co-operate closely with all members of the *Pap Test Victoria* program and with other members of the breast and cervical education program team. As a member of the Education Unit, the project officer will also work with other members of the Unit.

February 1994

PAP TEST VICTORIA

PROJECT OFFICER - COMMUNITY PROGRAMS

JOB DESCRIPTION

This position is within the team of *Pap Test Victoria*, a statewide cervical cancer screening education program. This includes the Program Manager, the Project Officer - Promotions, the GP Coordinator and members of the Advisory Committee. The program involves personalised letters of invitation, professional education with service providers, a media program and the community program. This latter program includes all the activities undertaken at a local level to reach identified target groups. These activities are undertaken both indirectly through local agencies and directly through *Pap Test Victoria* staff.

The key role of the Project Officer - Community Programs is the overall management of *Pap Test Victoria's* community program as well as responsibility for specific elements of the community program and professional education. In addition this Project Officer assists in the management of the whole program including budget and reporting to funding bodies.

Accountability

- * Reports to the Program Manager , Breast and Cervical Cancer Education Programs.

Responsibilities

1. In conjunction with other members of the team, to develop and implement the overall program strategy.
2. To be responsible for the overall implementation and evaluation of the community program.
 - a. To identify and involve key community networks, agencies and service providers in the planning and development of the community program.
 - b. To manage the community grant program including its promotion, the approval and processing of grants, monitoring their implementation and evaluation.
 - c. To support locally initiated activities through the provision of resource materials, in-service programs and informal and formal communications.
 - d. To identify areas of minimal activity and to consider strategies that may be implemented to meet these gaps.
 - e. To initiate and implement specific community activities.
 - f. To explore opportunities to work with other agencies. such as BreastScreen

- g. To monitor the community program budget
 - h. To update community resources as appropriate.
3. To have key ACCV responsibility for the training of nurses as Pap test providers and the provision of ongoing support for nurse based services.
 - a. To promote the training program and assess candidates' ability to meet the set criteria.
 - b. To participate in the training program for nurses.
 - c. To liaise with Family Planning Victoria in the development of education programs.
 - d. To provide ongoing support to trained nurses both formally and informally.
 - e. To evaluate the impact of nurses as service providers and to identify issues for future consideration.
 - f. To represent the ACCV on relevant committees.
 4. In conjunction with the Program Manager, to assist in the overall administrative and financial management and evaluation of *Pap Test Victoria*.
 - a. To assist in the monthly monitoring of the budget.
 - b. To service the advisory committee
 - c. To identify any problems with the day-to-day management of the program and resolve these difficulties wherever possible.
 - d. To assist in both internal and external reporting mechanisms
 - e. To promote the program through formal and informal mechanisms
 - f. To contribute to the overall evaluation and writing of the final report.
 5. To employ, train and co-ordinate sessional staff as required.
 6. To participate in other *Pap Test Victoria* program areas as required.
 7. To respond to letter recipients and others seeking further information about the program.
 8. To participate in other Education Unit activities as required.
 9. To represent the ACCV on identified internal and external committees.
 0. To keep up-to-date with related current research and literature.

Key Relationships

The project officer will co-operate closely with all members of the *Pap Test Victoria* program and with other members of the breast and cervical education program team. As a member of the Education Unit, the project officer will also work with other members of the Unit.

Skills and Experience

1. Ability to work efficiently with minimum supervision.
2. Ability to communicate well with people at all levels.
3. Ability to present information and ideas in verbal, written and visual form.
4. Ability to work as part of a team
5. Very good problem solving skills
6. An understanding of public health issues and health education processes.
7. Experience in community health, health promotion and health education processes.

February 1994

JOB DESCRIPTION

ENQUIRIES OFFICER CANCER INFORMATION SERVICE

This position is within the Anti-Cancer Council's Cancer Information Service. It involves providing information regarding cancer and cancer prevention to members of the public, professional health workers, schools, workplaces and to staff within the Council.

The Enquiries Officer will be part of the Cancer Information Service team and will abide by the Code of Ethics of the Cancer Information Service and by the policies of the Anti-Cancer Council of Victoria. The Anti-Cancer Council of Victoria has a non-smoking policy and only employs non-smokers.

Experience and Skills Required

The Enquiries Officer will have a good general education, recent business experience which includes computer/data entry skills and a knowledge of office procedures.

As information is given to the public by telephone, mail or personal visit, the Enquiries Officer must have a pleasant telephone manner and excellent inter-personal skills.

There will be an initial three month trial period during which the Enquiries Officer will be closely supervised and trained.

Duties

1. To handle general enquiries about cancer including those about prevention programs e.g. smoking, SunSmart, Schools program etc. These may be by telephone, mail or in person.
2. To distribute ACCV and other literature in response to requests and orders.
3. In conjunction with the Publications Officer, Project Managers and Administrative Officer, to monitor stock and distribution of Education Unit publications.
 - a. To organise a regular stocktake
 - b. To re-order ACCV materials as necessary
 - c. To order non-ACCV stock as necessary
 - d. To update record sheets and order forms as required.
4. To maintain a supply of current student packs and provide literature for the Enquiries desk and publications stands within the building.
5. To attend ongoing staff meetings and training sessions and help train casual staff and keep them updated on information and any changes in protocol within CIS.
6. To keep records of enquiries, enter them on the computerized database and report on these to the Manager, Cancer Information Service.
7. S/he will be required to possess computer data entry skills and become familiar with the Cancer Information Service computerized data base in order to make appropriate referrals to community resources.

8. To develop an area of expertise in relation to specific skills and interests which may include:-
 - *taking responsibility for a specific section of the resource data base;
 - *co-ordinating the Outside Speakers Bureau
 - *maintaining/entering information in the resource files and database
9. To perform other duties as required.

Hours:

Monday-Friday 8:30am-4:30pm (35 hours per week)

Salary:

Range \$22,506 - \$22,868 per annum

Key Relationships

To work as part of the Cancer Information Service team which includes other Enquiries Officers and Support Workers.

To co-operate and work closely with other departments within the Anti-Cancer Council of Victoria including Reception, the Resource Centre, Education Unit, Publications Officer, Social Service Policy Unit, Centre for Behavioural Research and the Librarian.

Responsibility

The Enquiries Officer is directly responsible to the Manager, Cancer Information Service.

Send Resume to: The Manager, Cancer Information Service
Anti-Cancer Council of Victoria
1 Rathdowne Street
Carlton South 3053

Closing Date for Applications: 15 April 1993

DA/CIS/4.4.93.

EDUCATION UNIT

Job Description

PAP TEST VICTORIA - GP LIAISON/EDUCATOR

Background

Pap Test Victoria is a statewide cervical screening program aiming to reach unscreened and underscreened women in Victoria. The program is implemented on a health regional basis over a three year period; we are currently commencing the Year Two program in the South East Metropolitan Region (8), the Gippsland Region (5) and the Goulburn North East Region (4). Two strategies are primarily utilised to reach our target audience; firstly personal letters of invitation are sent to all women aged 50-69 years; secondly local community activities are developed to reach particular groups of women for whom the letter of invitation is inappropriate or inaccessible in some way.

Aim of GP liaison/educator

The General Practitioner is seen as the key service provider in cervical screening. In Year Two of *Pap Test Victoria*, the role of the GP liaison/educator is to strengthen our communication and educational intervention with GPs. The major focus of this work will be GPs in the South East Metropolitan Region.

A range of GP interventions and their effectiveness will be reviewed ranging from the use of minimal interventions such as written communication through to GP meetings and one-to-one interventions with individual GPs or practices. A strategy for Region Eight will be developed which will further trial the impact of selected interventions.

Accountability

Reports to the Program Manager, *Pap Test Victoria*.

Key Relationships

1. Is a member of the Education Unit within the Breast and Cervical Education team.
2. Works closely with the staff of *Pap Test Victoria*. This includes the project officers and secretarial support staff as well as with other Education Unit staff eg Resource Centre staff.
3. Works closely with a small GP Reference Group to be established.
4. Liaises with the Victorian Cervical Cytology Registry.

Duties

1. To review the effectiveness of GP educational strategies within the cervical screening area as well as within other educational programs.
2. To consult with GPs about possible interventions.

3. To develop additional low cost resources to support GPs in their practice, if appropriate.
4. To develop and implement a planned approach to GPs in Region Eight which will trial different strategies. This will include direct liaison/education with individual GPs and/or practices.
5. To advise and assist with the development of GP strategies within the rural regions, where necessary.
6. To evaluate the impact of the GP intervention.
7. In conjunction with the Program Manager, to manage the project budget.
8. To assist with other *Pap Test Victoria* strategies or other ACCV education programs as negotiated with the Program Manager.

Conditions

Tenure

In the first instance, the position is offered for 5 months. Funding for a further period (up to 5 months) will be sought.

Hours

A minimum of five sessions a week with the possibility of an additional 2 sessions. (A session is equivalent to 3.5 hours making a total of between 17.5 - 24.5 hours per week).

The actual hours will be negotiated with the successful candidate. Some flexibility in hours may be required to cover any evening work, travel etc - it is envisaged that such work would be a small component of the project.

Travel

This position will be based at the Anti-Cancer Council of Victoria's offices in Carlton but will require travel predominantly within metropolitan Victoria. Such travel may be undertaken by utilising a Council car, Cabcharge or reimbursement of own car expenses. If necessary, other arrangements will be made for any country travel.

Job Share

Consideration would be given to the possibility of a Job Share to suitable applicants. Please indicate your interest in this within your application.

Other

The Anti-Cancer Council employs non-smokers.

Qualifications/Skills Required

1. Registered medical practitioner in Victoria
2. Recent experience as a General Practitioner within general practice essential; experience within community based agencies desirable.
3. Demonstrated experience in women's health, community health, public health and/or health promotion.
4. Excellent communication skills.
5. Experience in the development and/or implementation of educational programs.
6. Good writing skills.
7. Flexibility.



Anti-Cancer Council of Victoria

Director: Dr Nigel Gray
AM, MB BS, Hon LL D (Melb),
Hon LL D (Monash), FRACP, FRACMA

AUSTRALIAN CANCER SOCIETY MEMBER

JOB DESCRIPTION

Pap Test Victoria - GP Liaison/Educator

Background

Pap Test Victoria is a statewide cervical screening program aiming to reach unscreened and underscreened women in Victoria. The program is implemented on a health regional basis over a three year period; we are currently commencing the planning of our Year Three program in the North East Metropolitan Region, the Grampians Region and the Loddon Mallee Region.

Two strategies are primarily utilised to reach our target audience; firstly personal letters of invitation are sent to all women aged 50-69 years; secondly a broader community program. This community program will involve both a media program and specific local activities to reach both the general community and particular groups of women for whom the letter of invitation is inappropriate or inaccessible in some way.

Underpinning this program is a strategy to work with General Practitioners.

Aim of GP liaison/educator

The General Practitioner is seen as the key service provider in cervical screening. In Year Two of *Pap Test Victoria*, a GP liaison/educator strengthened our communication and educational intervention with GPs in the South East Metropolitan Region. As a result of this experience a range of GP specific resources are being produced.

In Year Three of *Pap Test Victoria* we want to build on our experiences in Year Two and develop a planned approach to GPs in the regions. In particular we want to look at activities which will link in with RACGP programs and gain credit points as appropriate. Such activities include the development of a cervical screening audit and education package.

While the GP Liaison/Educator will play the key co-ordinating role, there may be a need to employ other-sessional GPs at times of peak activity.

This position has become available as the previous incumbent unexpectedly had to leave.

Accountability

Reports to the Program Manager, *Pap Test Victoria*.

Leading the fight

1 Rathdowne Street Carlton South, Australia 3053. Telephone: 61 (03) 279 1111 Facsimile: 61 (03) 279 1270

Key Relationships

1. Is a member of the Education Unit within the Breast and Cervical Education team.
2. Works closely with the staff of *Pap Test Victoria*. This includes the project officers and secretarial support staff as well as with other Education Unit staff e.g Resource Centre staff.
3. Liaises with the Victorian Cervical Cytology Registry.

Duties

1. To review the effectiveness of GP educational strategies used within *Pap Test Victoria*, other cervical screening programs as well as within other educational programs.
2. To develop and implement a planned approach to GPs in the regions. Priority will be given to the metropolitan region. This will include both direct liaison/education with the establishing GP divisions and with individual GPs and/or practices.
3. To develop and trial a cervical screening audit/education package for GPs.
4. To consult with GPs and involve them in the development and implementation of specific strategies. This may include the establishment of a small GP reference group.
5. To advise and assist with the development of GP strategies within the rural regions, where necessary.
6. To employ and supervise other casual staff as required.
7. To evaluate the impact of the GP intervention.
8. In conjunction with the Program Manager, to manage the project budget.
9. To assist with other *Pap Test Victoria* strategies or other ACCV education programs as negotiated with the Program Manager.

Conditions

Tenure: In the first instance, this casual position is offered to commence immediately until the end of June 1994. Funding for a further period (up to 5 months) is being sought.

Hours: Funding is available for an average of 19.5 hours per week. However it is envisaged that the hours required will vary depending on the needs of the different stages of the project. An average minimum for this position would be approximately 12-16 hours a week i.e. three to four sessions a week (a session being equivalent to 3 1/2 hours).

The actual hours will be negotiated with the successful candidate. Some flexibility in hours may also be required to cover any evening work, travel etc - it is envisaged that such work would be a small component of the project.

Remuneration:

This position will be paid on a casual basis, the rate being \$40.00 per hour.

This salary scale has taken into consideration the medical practitioners awards ,the ACCV's own salary scales and the program budget..

Travel: This position will be based at the Anti-Cancer Council of Victoria's offices in Carlton but will require travel predominantly within metropolitan Victoria. Such travel may be undertaken by utilizing a Council car, Cabcharge or reimbursement of own car expenses. If necessary, other arrangements will be made for any country travel.

Job Share: Consideration would be given to the possibility of a Job Share to suitable applicants. Please indicate your interest in this within your application.

Other: The Anti-Cancer Council employs non-smokers.

Qualifications/Skills Required

1. Registered medical practitioner in Victoria
2. Recent experience as a General Practitioner within general practice essential; experience within community based agencies desirable.
3. Demonstrated experience and qualifications in women's health, community health, public health and/or health promotion.
4. Excellent communication skills.
5. Experience in the development and/or implementation of educational programs.
6. Good writing skills.
7. Flexibility.

JOB DESCRIPTION

PROJECT OFFICER – MARGARET KEARNEY

CANCER PROGRAMS FOR SCHOOLS AND EDUCATIONAL PROFESSIONALS

This position is within the Education unit of the Anti-Cancer Council of Victoria (ACCV). The Project Officer will be employed within the area of cancer programs for schools and education professionals.

The Project Officer will be part of a team in developing and producing cancer education programs for schools, and the inservice of teachers and Health Education professionals. The programs encompass the pre-school, primary, post-primary and tertiary sectors.

The Anti-Cancer Council employs non-smokers.

Accountability:

The Project Officer will report to the Schools Program Manager.

Responsibilities:

1. Promotional activities.

- liaise with individuals and groups involved in provision of ACCV-related programs to encourage use of ACCV resources.
- liaise with school community groups concerned with the implementation of cancer education programs and policies, including school councils, parent groups and other relevant peak bodies such as VICCSO.
- assist with writing publicity articles and advertisements for inclusion in appropriate school-oriented publications.

2. Professional Development.

- assist in the design and presentation of inservice programs for teachers to support ACCV resources. Focus on
 - breast and cervical cancer;
 - cancer issues;
 - SunSmart.

Such programs will target

- teachers in the pre-school, primary, post-primary and tertiary sectors.
- under-graduate and post-graduate health education students.
- community based health professionals involved in school health education programs.

3. Assist other Schools Program staff with development of cancer education resources.

4. Prepare regular Schools Program meeting agenda.

5. Assist in the development and delivery of other specific programs or projects as negotiated with the Manager.

Tenure: 2 days a week until October 31, 1992 and three days a week thereafter until June 30, 1993.

EDUCATION UNIT

Job Description

Project Officer - Cervical Screening Program for Older Women

The Project Officer is one of two positions within the team for the cervical screening program. Other team members include ACCV Education Unit staff and members of the Advisory committee. The Advisory Committee will include representatives from community groups and agencies, service providers and professional bodies. A close working relationship will be maintained with the Victorian Cervical Cytology Registry. The program utilises two major strategies; firstly, an individualised approach to women through a personal letter of invitation; secondly, specifically targeted community based activities for identified sub-groups of women. The Project Officer(s) will be responsible for the development and implementation of the community based program.

Duties

Planning and administration

1. In conjunction with other members of the team, to develop the overall strategy for the community based program.
2. To develop educational resources to support the community activities.
3. To direct the activities of temporary/casual staff.
4. To assist in the management of the overall program and its budget.

Community program

1. To implement the community strategy on a regional basis for the duration of the three year program.
2. To identify and involve key community networks, agencies and service providers in the planning and development of any community program.
3. To identify priority areas in each region and undertake intensive work within these areas in collaboration with key workers. Experience gained in these priority areas can then be incorporated into future regions.
4. To actively encourage other local communities/workers to develop locally initiated activities that meet the specific objectives of the community project.
5. To support such locally initiated activities through the provision of financial assistance through the community grants program, resource materials, ins-service programs, etc.
6. To actively encourage community workers' skill development and knowledge base through the provision of seminars, training sessions and where appropriate, through involvement in their activities as part of a practical training process.
7. To undertake ongoing evaluation of the community activities in order to modify future projects.

8. To work within the defined budget and to monitor expenditure on a monthly basis.

Community grants

1. In conjunction with the Program Manager and members of the Advisory Committee, to develop the criteria for the community grants program and its implementation.
2. To encourage and assist local community workers in the development of brief funding submissions.
3. To make recommendations for funding to the program team.

General

1. To respond to letter recipients and others seeking further information about the program, cervical cancer screening and related health issues.
2. To perform other duties as required to ensure the smooth running of the program.

Conditions

- Tenure. This position is a three year position funded by the Victorian Health Promotion foundation.
- Hours. ACCV staff officially work a 35 hour week. The Project Officer(s) may need to work flexible hours, taking time in lieu to cover any weekend work, night meetings and/or travel time. Such arrangements must be approved in advance by the Program Manager.
- Travel. The Project Officer will be based at the Anti-Cancer Council of Victoria's offices in Carlton South. However considerable time may be spent within the community. Metropolitan travel may be undertaken by utilising a Council car, Cabcharge or reimbursement of own car expenses. A Council or hire car will be used for rural travel. Accommodation and other expenses will be paid to a level agreed by the Program Manager.
- Other. The Anti-Cancer Council employs non-smokers.

Key Relationships

The Project Officer(s) will report to the Program Manager for the ACCV's Women's Cancer Programs. The Project Officer(s) will also work closely with members of the Advisory Committee, other members of the Education Unit and staff of the Centre for Behavioural Research in Cancer.

EDUCATION UNIT

Job Description

COMMUNITY PROGRAMS OFFICER - SUNSMART

AIM

The Community Program Officer is responsible for developing and implementing a strategy to promote skin cancer prevention issues at a community level in both regional and metropolitan Victoria.

RESPONSIBILITIES

1. To encourage community based initiatives in the area of skin cancer prevention by:
 - a) investigating and liaising with statewide networks and peak organisations which can be involved in furthering the program's aims.
 - b) identifying and strengthening links between community organisations and other health agencies.
 - c) actively encouraging community workers' skill development in health promotion through the provision of seminars, training sessions and through involvement in their actual programs as part of a practical training process.
 - d) responding to requests for support from local community organisations, and assisting these organisations in the development, documentation and evaluation of local initiatives.
 - e) encouraging the development of coordinated local or regional skin cancer control programs which include long-term plans and goals.
 - f) initiating activity where there has been no history of involvement.
 - g) promoting the availability and appropriateness of resources.
 - h) assisting community organisations to exploit local media and other promotional possibilities.

2. As a member of the SunSmart team, to contribute to the achievement of the overall goals by:
 - a) developing and evaluating SunSmart community activities and initiatives.
 - b) assisting in the development, production and distribution of resources.
 - c) supporting and assisting the activities of the Schools and Sponsorships programs throughout Victoria.
 - d) working within the overall PR strategy to actively seek publicity for the SunSmart campaign.
 - e) contributing to the campaign strategy.

- f) responding to callers wanting information about skin cancer.
- g) performing other team duties as required.

Personal Qualities and Experience:

- Ability to communicate effectively with a wide range of individuals and organisations.
- Ability to impart information and skills by a variety of means including verbal, written, formal and information training; including public speeches, interviews with the media, conducting a formal or informal seminar etc.
- Ability to work as part of a team.
- Ability to work in an efficient organised manner with minimal supervision.
- Energy, enthusiasm and a sense of humour.

Other Requirements:

The Community Programs Officer must:

- hold a current Victorian driver's licence.
- be a non-smoker.
- be willing to travel long distances alone.
- be willing to meet the demands of work in a campaign atmosphere at times.

Conditions:

Tenure:

As this position is funded on a 12-months basis by the Victorian Health Promotion Foundation, employment is reviewed annually.

Travel:

The Community Programs Officer will be based at the Anti-Cancer Council of Victoria's offices in Carlton South, however a considerable amount of work time will be spent travelling within Victoria. A program or hire car will be provided for these trips, and accommodation and expenses will be paid to a level agreed with the Manager.

Hours:

ACCV staff officially work a 35 hour week. The Community Programs Officer will need to work flexible hours, taking time in lieu to cover weekend work, night meetings and/or travel.

Key Relationships:

The Community Programs Officer will report directly to the Manager, Skin Cancer Program. He or she will also work closely with other SunSmart staff; with the ACCV Resource Centre staff, and with CBRC staff (evaluation). He or she will liaise closely with relevant Quit staff.

Salary:

Salary will be based on ACCV salary scales. However a special allowance of 5% has been allocated in acknowledgement of the lack of tenure for this position.

The range is \$28,645 - \$34,897 (including the 5% loading) and the salary offered will depend on the successful applicant's experience.

Breast and Cervical Cancer Education Program

Project Officer

Job Description

This Project Officer position is a training position within the women's cancer program team and holds specific responsibility to assist with the development and co-ordination of projects for migrant communities. Although the primary project focus is on the prevention and early detection of cancer for women, the project does offer information to the general community.

A major direction for the program over the next two years is the development of appropriate strategies to meet the support and information needs of the non-English speaking patients and their families.

The Project Officer will also assist in the development and implementation of other ACCV projects such as *Pap Test Victoria* and *Mammacheck*.

Duties

Under the direction and with the assistance of the Program Co-ordinator:

1. To co-ordinate the day-to-day management of the panel of bilingual facilitators.
2. To provide support for the bilingual facilitators through informal contact and through the implementation of an on-going in-service program.
3. To develop and implement strategies to promote the program within the community; this includes establishing and maintaining links with general and specific community agencies and groups.
4. To liaise with the media to explore options for program development.
5. To develop audiovisual and print resources to support the program.
6. To identify the further needs of the community facilitators and develop strategies to fulfil them.
7. To explore opportunities to develop other specific activities within particular communities.
8. To maintain records and other administrative procedures to support the program.
9. To act as a community facilitator for ACCV education programs.
10. To advise and assist with future program development.
11. To participate in program evaluation.

12. To participate in in-service programs etc to increase own knowledge and skills.
13. In conjunction with other staff, to assist in the development of other projects.
14. To undertake other tasks as directed.

Key Relationships

The Project Officer will report directly to the Program Co-ordinator. S/he will work closely with other members of the breast and cervical cancer education team as well as other members of Education Unit Staff, other ACCV units, Quit and outside organisations.

Conditions

28 hours a week. Salary: \$25,570 - 27,076 pro rata.

This position is currently funded until June 1993. However, there is organisational commitment to the position for a further two years and funding for this position will be incorporated into the developing three year plan.

Some after hours work and travel may be necessary. A current Victorian driver's licence is essential.

Conditions of employment are those applying to all Anti-Cancer Council employees which include four weeks annual leave (pro rata) with 17.5% loading, to be taken at a mutually convenient time. Currently ACCV are negotiating with the Public Services Union to introduce a Federal award. Once completed this award will apply to Council staff.

Skills

1. Good verbal and written communication skills.
2. Understanding of issues that affect non English speaking communities with particular emphasis on women and health.
3. Ability to identify problems, develop possible solutions and to seek direction as appropriate.
4. Ability to speak one of the major community languages is highly desirable.
5. Good organisational skills.
6. Flexibility.

EDUCATION UNIT

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT - SCHOOLS PROGRAM

This position is within the secretariat of the Education Unit. The Education Unit is responsible for developing and delivering the ACCV's programs on prevention and early detection of cancer and also manages the Cancer Information Service which responds to requests for information from the general public and cancer patients and their families.

Accountability:

To the Director of Education.

Responsibilities

The administrative assistant will be responsible for administrative tasks arising from Education Unit programs, in particular the Schools Program. The administrative assistant will work within the secretariat of the Education Unit and operate as a member of the Schools Program team.

Supervision:

- Unit Head via Administrative Secretary - for Education Unit duties.
- Program Manager, Schools Program - for specific program-related duties.

Duties

- Handle mail and telephone enquiries about
 - Schools Program
 - other Education Unit programsfrom the public and health organizations.
- Help maintain a system of central files.
- Provide assistance to those programs and activities nominated by the Manager, Schools Program. These programs to include:
 - a. Health Education Action Troupe (HEAT)
 - i. attend and record regular HEAT meetings
 - ii. respond to phone enquiries about training days.
 - iii. process applications, cheques, receipts etc.
 - iv. maintenance of training day resources.
 - v. setting up the room for training days, providing equipment etc.
 - vi. maintaining program records including courses run, training day records, updating facilitator listing.
 - b. Schools Program Database
 - i. establish and maintain a database to record the contact Schools Program staff has with schools and the broader community
 - ii. establish and maintain database to record information about Victorian schools

c. **Schools Program Evaluation**

- i. assist in the evaluation of a school's resources in terms of their availability, relevance and application
- ii. assist in surveying schools as part of the SunSmart Schools Program

d. **Libraries Resource File**

- i. develop and implement an evaluation of the current libraries resource file
- ii. develop and implement proposal for libraries resource file

- * Advise and assist Schools Program staff in their computer skills. This will require familiarity with all aspects of nominated software currently in use.

Qualities and Experience

The administrative assistant will:

- * have excellent computer skills (AppleMac preferred) and be able to explain computer program functions in simple terms to other staff members.
- * be able to work in a team.
- * have the ability to prioritise demands.
- * be conscientious, reliable and able to keep calm in a busy, demanding environment.
- * be well organised and efficient.
- * have a mature, positive telephone manner with the ability to deal sensitively with complex enquiries.
- * have an energetic and enthusiastic approach to work.

The Anti-Cancer Council of Victoria employs non-smokers



JOB DESCRIPTION

ENQUIRIES OFFICER CANCER INFORMATION SERVICE

This position is within the Anti-Cancer Council's Cancer Information Service. It involves providing information regarding cancer and cancer prevention to members of the public, professional health workers, schools, workplaces and to staff within the Council.

The Enquiries Officer will be part of the Cancer Information Service team and will abide by the Code of Ethics of the Cancer Information Service and by the policies of the Anti-Cancer Council of Victoria. The Anti-Cancer Council of Victoria has a non-smoking policy and only employs non-smokers.

Experience and Skills Required

The Enquiries Officer will have a good general education, recent business experience which includes computer/data entry skills and a knowledge of office procedures.

As information is given to the public by telephone, mail or personal visit, the Enquiries Officer must have a pleasant telephone manner and excellent inter-personal skills.

There will be an initial three month trial period during which the Enquiries Officer will be closely supervised and trained.

Duties

1. To handle general enquiries about cancer including those about prevention programs e.g. smoking, SunSmart, Schools program etc. These may be by telephone, mail or in person.
2. To distribute ACCV and other literature in response to requests and orders.
3. In conjunction with the Publications Officer, Project Managers and Administrative Officer, to monitor stock and distribution of Education Unit publications.
 - a. To organise a regular stocktake
 - b. To re-order ACCV materials as necessary
 - c. To order non-ACCV stock as necessary
 - d. To update record sheets and order forms as required.

4. To maintain a supply of current student packs and provide literature for the Enquiries desk and publications stands within the building.
5. To attend ongoing staff meetings and training sessions and help train casual staff and keep them updated on information and any changes in protocol within CIS.
6. To keep records of enquiries, enter them on the computerized database and report on these to the Manager, Cancer Information Service.
7. S/he will be required to possess computer data entry skills and become familiar with the Cancer Information Service computerized data base in order to make appropriate referrals to community resources.
8. To develop an area of expertise in relation to specific skills and interests which may include:-
 - *taking responsibility for a specific section of the resource data base;
 - *co-ordinating the Outside Speakers Bureau
 - *maintaining/entering information in the resource files and database
9. To perform other duties as required.

Hours:

Monday-Friday 8:30am-4:30pm (35 hours per week)

Salary:

Range \$25,619-26,528 per annum

Key Relationships

To work as part of the Cancer Information Service team which includes other Enquiries Officers and Support Workers.

To co-operate and work closely with other departments within the Anti-Cancer Council of Victoria including Reception, the Resource Centre, Education Unit, Publications Officer, Social Service Policy Unit, Centre for Behavioural Research and the Librarian.

Responsibility

The Enquiries Officer is directly responsible to the Manager, Cancer Information Service.

Send Resume to: The Manager, Cancer Information Service
Anti-Cancer Council of Victoria
1 Rathdowne Street
Carlton South 3053

Closing Date for Applications: 15 April 1993

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JOB DESCRIPTION

Resource Assistant - Resource Centre

The Resource Centre is a busy part of the Education Unit. It has two major roles - to service the public demand for audio-visual resources, primarily generated by the Education Unit, and to service the ACCV for audio-visual back-up.

The Resource Assistant position is a part-time position within the Resource Centre. The job has been created to carry out the work of the Resource Officer - Despatch or Resource Officer - Audio-Visual in their absence.

Accountability:

Manager, Skin Cancer Program.

Responsibilities:

1. Regular Tasks:
 - i. perform the Wednesday despatch of items from the Resource Centre - co-ordinated by Resource Officer - Despatch.
 - ii. assist with despatch bookings including computer input, overdue follow-up etc.
 - iii. assist with maintaining supply of Mammacheck and Fresh Start resources when necessary.
 - iv. provide audio-visual back-up for ACCV staff when required.
 - v. in conjunction with the Resource Officers, assist with the daily running of the Resource Centre, including personal enquiries, ACCV staff enquiries, processing orders for videos etc.
2. Relieves for either Despatch Officer or Audio-Visual Officer to cover holidays or extended sick leave.
3. Takes responsibility for day to day activities in Resource Centre during the absence of both officers.

Key Relationships:

Resource Officer - Audio-Visual and Resource Officer - Despatch.



1 Rathdowne Street
Carlton South Australia 3053
Telephone: 61 (03) 279 1111
Facsimile: 61 (03) 279 1270

**JOB DESCRIPTION
PART-TIME SUPPORT WORKER
April 21, 1993 - April 21, 1994**

The position is a one-year part-time position within the Cancer Information Service. It involves providing information regarding cancer to persons affected by cancer, their friends and families, professional health workers, and members of the general public who require more in-depth information about cancer.

The Support Worker will be part of the Cancer Information Service team and will abide by the philosophy and Code of Ethics of the Cancer Information Service and by the policies of the Anti-Cancer Council. The Anti-Cancer Council of Victoria has a non-smoking policy and only employs non-smokers.

Experience and Skills Required

The support worker will be a Registered Nurse, with oncology nursing qualifications and current experience in an oncology unit. S/he will possess a high level of knowledge of cancer and its related treatment and management. S/he will participate in on-going education related to oncology and associated skills.

As information and supportive counselling is given to persons affected by cancer, by telephone or personal visit, the support worker must have excellent inter-personal skills. S/he must have the ability to assess the appropriate level of information required and have experience in counselling and skill sharing in order to assist persons establish priorities and enable them to make informed choices.

S/he must have crisis management skills which will enable her/him to accommodate a distressed client and work through a range of emotions and feelings expressed by the client.

S/he will be required to learn computer skills and become familiar with the Cancer Information Service computerized data base in order to make appropriate referrals to community resources.

There will be an initial 3 month trial period during which the support worker will be closely supervised and trained.

Duties

1. The support worker will be rostered for fourteen hours a week to respond to enquiries by telephone, mail or personal visit. The majority of these calls will be from individuals affected by cancer and their families, from health professionals in

the cancer field and the general public with a wide range of in-depth cancer related queries.

2. The support worker will review publications and information files within the Service and will update information as required. S/he will review medical journals and informative articles and papers on a regular basis in order to keep up with current research.
3. In liaison with Project Managers s/he will assist in assessing and compiling information packs for students at VCE and tertiary level.
4. The support worker will enter all enquiries on the computerized database and will report on these at the end of each day to the Manager of the Cancer Information Service.
5. The support worker will maintain and update the resource database and supporting files as required, this may involve researching information within the Anti-Cancer Council of Victoria or on a national or international basis and entering on the computerized data base.
6. The support worker will attend trainings, seminars and conferences as required, in order to keep current with information regarding all aspects of cancer and its related treatment and management, and to enhance professional development.
7. The support worker will attend staff meetings and provide inservice trainings as requested. S/he will build contacts and initiate and undertake projects which will enhance the Cancer Information Service.
8. The support worker will perform other duties as required.

Salary:

\$35,173 per annum (Pro-rata per 35 hour week)

Hours:

Fourteen hours per week. (Wednesday and Thursday, 9am-5pm)

Key Relationships

To co-operate with other members of the Cancer Information Service team which includes Support Workers and Enquiries Officers.

To co-operate and work closely with other departments within the Anti-Cancer Council of Victoria, including the Resource Centre, Education Unit, Social Service Policy Unit, Centre for Behavioural Research and the Librarian.

Responsibility

The Support Worker is directly responsible to the Manager of the Cancer Information Service.

I accept the above conditions.

Signed _____

Date: _____

5. ref

JOB DESCRIPTION MANAGER SKIN CANCER PROGRAM

Aim:

The role of this position-holder is to be responsible for the coordination of the skin cancer program, the Cancer Information Service and the Resource Centre.

Accountability:

Report to the Education Director for approval and/or allocation of duties as below.

Responsibilities:

1. To be responsible for the development, implementation and evaluation of the skin cancer program in Victoria.
 - a. ✓ Develop and implement program plans, ~~both short and long term.~~ *both short and long term*
 - b. ✓ Develop marketing strategies and campaigns. *implemented*
 - c. ~~Cost the proposed program annually and monitor expenditure.~~
 - d. ✓ Recruit, train and supervise staff involved in the program.
 - e. ✓ With the CBRC, produce an annual evaluation of the program. ~~Be responsible for coordination of evaluation.~~
 - f. ✓ Develop policy and strategies to enable sponsorship opportunities to be exploited; ~~manage same.~~
 - g. ~~Contribute to development of ACCV policies on skin cancer control.~~
 - h. ✓ Monitor progress towards goals.
 - i. ~~Publish and present articles and papers on the program.~~
 - j. ~~Participate in state/national debate, policy and program development as appropriate.~~

2. To be responsible for the Cancer Information Service, and the staff employed therein.
 - a. ~~Implement~~ the three-year pilot program.
 - b. ~~Oversee~~ development of an up-to-date resource base.
 - c. ~~Monitor~~ performance.
 - d. ~~Advise~~ on future directions.
 - e. ~~Oversee~~ budget and staff.

3. To be responsible for the ACCV's Resource Centre, and the staff employed therein.
 - a. ~~Develop~~ program plan to ensure the Resource Centre provides an appropriate support service to ACCV staff and community/schools.
 - b. ~~Monitor~~ performance.
 - c. ~~Manage~~ staff and budget.
 - d. ~~Advise~~ on future directions.

4. Contribute to the development of all ACCV cancer education programs as appropriate. Act as a resource for Unit members and other ACCV staff in the provision of information, education and staff development.
5. In the absence of the Director, to be responsible for the day to day management of the Education Unit.
6. With the Director of Education and Administrative Officer, to be actively involved in Education Unit administration.
7. To be involved in public relations activity for the ACCV as directed by the Director of Education.

Key Relationships:

Cooperate closely with the CBRC, Social Service Policy Unit, and CEC.

Maintain operating relationships with the Secretary of the Council and the Finance Manager.

JOB DESCRIPTION
ADMINISTRATIVE/CLERICAL ASSISTANT

Aim:

The role of the Administrative/Clerical Assistant is to carry out activities related to the Education Unit, under the direction of the Program Manager, Breast and Cervical Cancer.

Accountability:

To the Program Manager, Breast and Cervical Cancer Programs.

Responsibilities:

1. Under the direction of nominated program staff, assist with administrative activities arising from campaigns, promotions, resource development and services: in particular the community language program and *Pap Test Victoria*.
 - i. responding to phone enquiries
 - ii. general secretary duties
 - iii. assistance with in-service activities
 - iv. minutes of meetings
 - v. updating contact lists
 - vi. other duties as appropriate to needs of projects and skills of Administrative/Clerical Assistant.

2. Manage the day to day booking system for the bilingual community facilitators. This includes
 - i. linking community organizations with facilitators.
 - ii. ensuring appropriate correspondence is maintained.
 - iii. maintaining the records of the program.
 - iv. liaising with other unit staff servicing this program.
 - v. identifying problems and working with other staff to resolve them.

3. Provide secretarial assistance for other members of the Education Unit as assigned by the Administrative Secretary including:
 - i. being familiar with all aspects of the word processing system.
 - ii. maintaining the word processing system by backing up the system every day, archiving, transferring and deleting documents when necessary.
 - iii. advising the Administrative Secretary as to the functioning of the system.

4. To support and assist Unit staff as directed.

JOB DESCRIPTION
ADMINISTRATIVE OFFICER

The Administrative Officer assists the Director and Managers with the implementation and day to day administration of the Unit's program.

Responsibilities

Administration

1. To review office systems and assist in streamlining them as required.
2. To be responsible for setting casual employment conditions, hiring and administering casual staff and for organising volunteers.
3. To keep time in lieu records.
4. To conduct orientation program for new employees of the Education Unit.
5. To maintain the central filing system.
6. To co-ordinate students' placements.
7. To co-ordinate and organise computer users' group meetings.

Budget and Accounts

1. To assist the Director to write, compile and prepare annual program plan and budget proposals.
2. To assist Managers to monitor expenditure, reconcile accounts and approve payments of accounts.
3. To maintain records of Unit expenditure and calculate costs as required by the Director.
4. To ensure all financial transactions are carried out in accordance with Accounts Department requirements.
5. To monitor Unit's income and set the system of income reimbursement for the programs which generate income.
6. To assist in administration of the three year cervical screening campaign budget.

Reporting

1. To assist the Director to write and compile reports on the Unit's activities.

Staff Appraisal and Development

1. To assist in administering the staff appraisal system.
2. To act as Conference Manager, organise in-service education activities and programs for staff development and training.
3. To organise participation of the staff members in outside conferences and training.
4. To carry out circulation of library materials within the Unit.

Publications & Distribution

1. To cooperate with the Editor in production and review of Education Unit publications and other resources.
2. To take part in the process of testing, evaluating and checking of resources produced in the Polish language.
3. To review and maintain publications reordering records.
4. To monitor stocks and organise reprints of publications.
5. Patient Information Project
 - i. To review and analyse statistical data on hospitals' notifications and literature orders.
 - ii. To prepare patient information folder.
 - iii. To establish contacts in major hospitals and promote ACCV existing resources.
 - iv. To work out the best ways of promoting and displaying our resources.

Other duties

1. To participate in education programs and other duties as agreed by the Director.
2. To conduct in-service activities for the Polish community.

Key Relationships

Work closely with the Director, Managers and Secretariat staff.

EDUCATION UNIT

JOB DESCRIPTION

SECRETARY/ADMINISTRATIVE ASSISTANT

This position is within the secretariat of the Education Unit. The Education Unit is responsible for developing and delivering the ACCV's programs on prevention and early detection of cancer and also manages the Cancer Information Service which responds to requests for information from the general public and cancer patients and their families.

This position will include secretarial and administrative support for *Pap Test Victoria* and the Community Languages Program.

Accountability:

To the Unit Head via the Administrative Secretary.

Responsibilities:

1. Under the direction of nominated program staff, assist with administrative activities arising from campaigns, promotions, resource development and services: in particular the community language program and *Pap Test Victoria*.
 - i. responding to phone enquiries including *Pap Test Victoria's* 008 telephone line
 - ii. general secretarial duties
 - iii. assistance with in-service activities - this includes bookings, arranging facilities, catering etc
 - iv. minutes of meetings
 - v. updating and computerising contact lists
 - vi. assisting in the development of media packages, press releases etc
 - vii. layout and design of small in-house documents in liaison with ACCV Editor
 - viii. other duties to meet needs of programs

Participate in specific elements of the management of the Migrant Women's Program. This may include the management of the day to day bookings of facilitators, liaison with facilitators and agencies, maintenance of records etc.

Make sure that the computer is properly maintained by backing up every day, archiving, transferring and deleting documents when necessary.

Help maintain a system of central files.

Handle mail and telephone enquiries about Education Unit programs from the public and health organisations.

Assist in the development of new resources including organising translations, testing and checking of resources into community languages.

Qualities and Experience

The Secretary will

- * have excellent wordprocessing skills (*AppleMac* preferred); good sense of layout and good proof reading skills essential; other computer skills eg data entry and manipulation using database (*Hypercard*).
- * be able to work in a team.
- * have the ability to prioritise demands.
- * be conscientious, reliable and able to keep calm in a busy, demanding environment.
- * be well organised and efficient.
- * have a mature, positive telephone manner with the ability to deal sensitively with complex enquiries and people with limited English skills.
- * have good writing skills.
- * have an energetic and enthusiastic approach to work.

Conditions:

Part time or full time hours are to be negotiated as agreed with Administrative Secretary.

The Anti-Cancer Council of Victoria employs non-smokers.

Salary:

Salary will be based on ACCV salary scales.

15/nk/sh/gax001



1 Rathdowne Street
Carlton South Australia 3053
Telephone: 61 (03) 279 1111
Facsimile: 61 (03) 279 1270

JOB DESCRIPTION

PROJECT OFFICER

CANCER PROGRAMS FOR SCHOOLS AND EDUCATIONAL PROFESSIONALS

This position is within the Education unit of the Anti-Cancer Council of Victoria (ACCV). The Project Officer will be employed within the area of cancer programs for schools and related health education professionals.

The Project Officer will be part of a team involved in developing and producing cancer education programs for schools, and the inservice of teachers and Health Education professionals. The programs encompass the pre-school, primary, post-primary and tertiary sectors.

The Anti-Cancer Council employs non-smokers with a commitment to the objectives of the organisation.

Accountability:

The Project Officer will report to the Schools Program Manager.

Responsibilities:

1. Resource Development.
 - Monitor requirements for, and co-ordinate development of, resource materials for schools particularly in the Primary school area.
 - Assist in the evaluation and revision of existing teaching resources.
2. Professional Development.
 - Assist in the design and presentation of inservice programs for teachers to support other ACCV teaching resources.

Such programs will target

- teachers and parents in the primary and post-primary sectors.
- staff and students in under-graduate and post-graduate health education courses.
- community based health professionals involved in school health education programs.

3. Promotional activities.
 - Liaise with individuals and groups involved in the provision of ACCV-related programs such as Community Health Centres, youth organisations and service clubs to encourage the use of ACCV resources and the implementation of appropriate policies in schools.
 - Assist with writing publicity articles and advertisements for inclusion in appropriate school-oriented publications and regular program newsletters.
4. Assist in the development and delivery of other specific programs or projects as negotiated with the Manager.

Skills and experience required

Mandatory:

- Excellent communication skills (oral and written).
- Excellent presentation skills in large and small groups.
- Significant teaching experience.
- Understanding of the Victorian education system, including primary, post-primary, government and non-government sectors.
- Familiarity with current curriculum development initiatives (state and national).
- Ability to work independently and with minimum supervision.
- Ability to work as part of a team.
- Current full Victorian Drivers Licence.

Desirable:

- Ability to develop and maintain networks and liaise with a wide range of organisations.
- Ability to initiate projects and set up evaluation procedures.
- Ability to manage project budgets.
- Ability to use p.c. (Macintosh).
- Flair and creativity.
- Good networking skills.

Tenure

This position is offered on an annual basis.

Salary

In the range of \$33,235 - 35,173 with a three month probationary period. The ACCV works a 35 hour week with four weeks annual leave.

EDUCATION UNIT

JOB DESCRIPTION

Program Manager - Breast and Cervical Cancer Programs

Aim

The role of the Program Manager, Breast and Cervical Cancer Programs is to be responsible for the co-ordination of the programs delivered by the Education Unit. This includes the general breast and cervical cancer area, a statewide cervical screening program and programs to reach non-English speaking communities.

In addition the position involves responsibility for professional education both in the breast and cervical cancer areas and the broad cancer prevention and early detection areas.

Finally the Program Manager will be involved in or take responsibility for other projects as negotiated with the Director and other Unit staff.

Accountability

Report to the Director of Education.

Responsibilities

1. To be responsible for the co-ordination of the general breast and cervical cancer area.
 - a. To oversee ongoing programs and resource development.
 - b. To identify specific target groups or areas where ACCV programs are currently not accessible within the Victorian community.
 - c. To plan, develop and implement strategies/resources to meet identified gaps and needs within education programs.
 - d. To employ, train and supervise staff involved in the program.
 - e. To plan and manage budget.
 - f. Where necessary, to negotiate for funding from outside bodies.
 - g. To evaluate and document progress towards goals.
 - h. To establish, maintain and support networks both within the general community and specific professional bodies.
 - i. To liaise with both internal and external bodies that are involved in the program areas.
 - j. To develop strategies that will facilitate the incorporation of ACCV policies and programs into the health and education mainstream systems.

2. To be responsible for the development, implementation and evaluation of a statewide cervical cancer screening program.
 - a. Develop and implement three year plan.
 - b. Develop and manage strategies and campaign.
 - c. Maintain liaison and quality control with outside agencies involved in the implementation of specific strategies.
 - d. Administrate and monitor budgetry expenditure.
 - e. Employ, train and supervise staff involved in the program.
 - f. Set up and service an Advisory Committee for the program.
 - g. Be responsible for the co-ordination of the program evaluation.
 - h. Monitor progress towards goals.
3. To be responsible for the development and co-ordination of the program for non-English speaking communities.
 - a. Oversee implementation of program.
 - b. Monitor performance.
 - c. Manage budget and staff.
 - d. Plan future directions.
4. To assist in the development of other Unit programs, long term plans and Unit policies as appropriate.
5. To assist in the development of ACCV policies.
6. In conjunction with others, to shape statewide policy and practice in cervical screening and influence service delivery.
7. To represent the ACCV on both internal and external committees including national bodies as required.
8. To promote and represent the work of the ACCV to professional communities through conference presentations, publications etc.
9. To be involved in Unit administration as directed by the Director of Education.

Key Relationships

The Manager will cooperate closely with all members of the Education Unit and will facilitate a team approach to the specific areas of responsibility. In particular a cooperative working relationship will be necessary with the Unit Executive and Management Group.

Close relationships will be maintained with other key agencies and personnel involved in breast and cervical cancer control

JOB DESCRIPTION

MANAGER - CANCER INFORMATION SERVICE

The Cancer Information Service is part of the Education Unit and is run by the Anti-Cancer Council of Victoria to provide information, referral and "brief" counselling about cancer to anyone in the community who feels they need it.

The Service includes a special component which provides empathetic counselling to persons affected by cancer and their families. This counselling may be given by telephone or personal visit. This expanded portion of the Cancer Information Service is a three year pilot project with accompanying requirements for development and evaluation.

The Manager will be responsible for the Service which employs nine staff consisting of Support Workers, Enquiries Officers and casual staff. The Service operates from 9.00 a.m. to 5.00 p.m., five days per week.

The Manager will abide by the Code of Ethics of the Cancer Information Service and by the policies of the Anti-Cancer Council of Victoria.

Experience and skills required

- . Previous experience with development and management of a similar information service is desirable.
- . Experience with development of a comprehensive data base with a cancer information focus including cancer prevention, diagnosis and treatment.
- . Experience of interaction on a professional level with health professionals and other care providers.
- . Experience of managing and supervising staff and with development and implementation of staff training programs.
- . Experience in the day to day administration of a small office including monitoring a small budget and setting up and maintaining office systems.
- . Experience and skills in informal, empathetic counselling by telephone or personal visit.

Responsibilities

1. To be responsible for the day to day management of the Cancer Information Service including monitoring the budget and maintenance of an up-to-date comprehensive data base.
2. To be responsible for the general supervision of staff; to respond to the specific needs of staff involved in handling difficult calls.

3. To develop and monitor training and staff development programs for the Cancer Information Service team.
4. To work regular shifts on the telephone to maintain practical skills and experience; to be available with Support Workers to work with unsolicited visitors.
5. To contribute to the development of information resources both specific to Cancer Information Service enquiries and of more general use by ACCV.
6. To ensure that evaluation strategies developed for specific components of the service are carried out and to compile reports including status reports on the Service.
7. To develop and maintain contact with other information services and relevant bodies; to contribute to improved information services to the public and to enhance the Cancer Information Service.
8. To liaise with other Project Managers on a regular basis and contribute to the Education Unit team.
9. To report regularly to Management, including the CIS Working Party on activities of the Service and make recommendations on the future direction of the Service.
10. To develop and liaise with an Advisory Panel of experts in oncology and other relevant areas in order to expand the base of resources and knowledge for the Cancer Information Service.

Accountability

The Cancer Information Service is a joint program of the Social Service Policy Unit and the Education Unit. Both Units are involved as part of the CIS Working Party in policy, planning and review; day to day management is the responsibility of the Education Unit. The Manager will therefore report to the Manager, Skin Cancer Program in the Education Unit.

Angela Haffin
Judith Perry
Sue Flecher
Elizabeth Reardon

JOB DESCRIPTION
ENQUIRIES OFFICER

This position is within the Anti-Cancer Council's Cancer Information Service. It involves providing a service to members of the public on a daily basis and to staff within the Council. Enquiries Officers are required to abide by the Code of Ethics of the Cancer Information Service and by the policies of the Anti-Cancer Council of Victoria.

Duties

1. To handle general enquiries about cancer including those about prevention programs e.g. smoking, SunSmart, schools program, etc. These may be by telephone, mail or in person.
2. To distribute ACCV and other literature in response to requests and orders.
3. In conjunction with the Publications Manager, Program Managers and Administrative Officer, to monitor stock and distribution of Education Unit publications.
 - a. to organise a regular stocktake
 - b. to re-order ACCV materials as necessary
 - c. to order non-ACCV stock as necessary
 - d. to update record sheets and order forms as required.
4. To maintain a supply of current student packs and provide literature for the enquiries desk and publications stands within the building.
5. To attend ongoing staff meetings and training sessions and help train casual staff and keep them updated on information and any changes in protocol within CIS.
6. To keep records of enquiries and report on these to the Manager, Cancer Information Service.
7. S/he will be required to learn computer skills and become familiar with the Cancer Information Service computerized data base in order to make appropriate referrals to community resources.
8. To develop an area of expertise in relation to specific skills and interests which may include taking responsibility for a specific section of the resource data base; co-ordinating the Speakers Bureau or some other area of information which will assist cancer patients and their families. When required to maintain resource base files to a six month update.
9. To perform other duties as required.

Key Relationships

To work as part of the Cancer Information Service team which includes other Inquiries Officers and Support Workers.

To co-operate and work closely with other departments within the Kent Cancer Council of which include Reception, Resource Centre, Information Unit, Publications Office, Social Services Policy Unit, Centre for Behavioural Research and the Librarian.

Responsibility

The Inquiries Officer is directly responsible to the Manager, Cancer Information Service.

21 May 1992
[Signature]

Key Relationships

To work as part of the Cancer Information Service team which includes other Enquiries Officers and Support Workers.

To co-operate and work closely with other departments within the Anti-Cancer Council of Victoria including Reception, Resource Centre, Education Unit, Publications Officer, Social Service Policy Unit, Centre for Behavioural Research and the Librarian.

Responsibility

The Enquiries Officer is directly responsible to the Manager, Cancer Information Service.

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Anti-Cancer Council of Victoria



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EDUCATION UNIT

JOB DESCRIPTION

Managing Editor Resource Development and Production Corporate Communications Strategy

The position of Managing Editor is within the Anti-Cancer Council's Education Unit. The Editor reports to the Director of the Education Unit but also acts as a consultant to the entire Council.

The Anti-Cancer Council of Victoria (ACCV) was established by Act of Parliament in 1936. It is an independent body, 96% funded by donations from the Victorian community. Its objectives include the co-ordination and subsidising of cancer research in Victoria and the facilitating of all activities in the fight against cancer. It brings together all parties in the State which in one way or another are fighting cancer. It is controlled by volunteer committees, professional and lay people.

The ACCV's Education Unit runs programs for the public, for health professionals, and for schools, as well as for people who have cancer and for their families and friends. A wide range of resources is developed and produced with the assistance of freelance researchers, writers and designers. At present the emphasis is on printed resources but this will gradually shift towards non-print media, such as audiotapes. This will increase the availability of information to people from non-English speaking backgrounds and to those whose literacy level is low.

The Editor will be required to work as part of a team, assisting Program Managers and Project Officers with the writing, editing, design and production of resources. It is likely that there will also be some resources for which the Editor will have sole responsibility. In the area of corporate communications, the editor will supervise a small staff or contract freelance journalists and publicists to carry out the tasks required. In addition, the Editor is responsible for the production of the Council's Annual Report and for its quarterly newsletter to donors.

Please note that the Anti-Cancer Council employs non-smokers.

MAJOR DUTIES:

Resource Development & Production

1. Assist Program Managers and Project Officers with the writing, editing, design and production of resources for the general public, health professionals, people who have cancer, and schools.
2. Maintain a data bank of freelance writers, designers, photographers and printers.
3. Prepare briefs for and obtain quotations from freelance writers, designers, photographers and printers.
4. Oversee monitoring of stocks of resources and organise reprints as required and advise on pricing policies for bulk orders.
5. Liaise with other organisations on joint publications.

6. Prepare certain patient education resources in areas not covered by Education Program Managers.
7. Prepare and oversee budgets for Council publications and patient education resources.
8. Assist with the qualitative pretesting and evaluation of resources.

Corporate Communications

9. Research, write, edit and supervise the production and distribution of *Victorian Cancer News* four times per year.
10. Write, edit and supervise the design and production of the Council's Annual Report and Short Report.
11. Organise and implement a consistent reactive media strategy. For example, monitor daily papers and contact editors and journalists involved, to comment on all articles relating to cancer.
12. Develop guidelines for responding quickly to incoming media calls and train all staff likely to be involved to implement them.
13. Identify and contact journalists interested in the area and provide them with contact names for comment and organise media briefings on current issues where appropriate.
14. Organise prior warning from other relevant organisations, researchers, medical journals and, if possible, the media, so that ACCV comment can be made in a timely fashion.
15. Collect information on journalists and publications interested in our work and provide this information to relevant staff.
16. Become familiar with all current and imminent work within the Council so as to be able to publicise it when appropriate.

EXPERIENCE AND SKILLS REQUIRED;

1. Ability to write simply and clearly, and to edit other people's writing.
2. Several years experience in editing, and able to edit on-screen using an Apple MacIntosh.
3. Demonstrated attention to detail.
4. Ability to supervise other staff and delegate appropriately.
5. Ability to work in a team and to liaise with people from all walks of life.
6. Ability to direct freelance designers, printers, photographers and negotiate with production houses.
7. Ability to cope with a multiplicity of projects and to allocate time and resources according to set priorities.
8. Experience in desk top publishing using Apple Mac systems such as Pagemaker 4.0, Freehand or Illustrator.

- 1. **STATE OF TEXAS**
- 2. **COUNTY OF DALLAS**
- 3. **INVESTMENT & FINANCIAL SERVICES DIVISION**

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9. **Public relations or marketing skills and experience.**
10. **Experience in the production of audiovisual resources and/or exhibitions.**
11. **Experience in organising conferences and seminars.**

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Summary

JOB DESCRIPTION
ADMINISTRATIVE SECRETARY

Aim

The role of the Administrative Secretary is to manage the secretarial activities of the Education Unit. Involvement in all facets of the Council's education program is required as the Administrative Secretary is part of a small working team committed to transmitting health information to both the public and professionals. The secretarial staff consists of the Administrative Secretary and Assistant Secretaries, all of whom carry out the secretarial activities referred to below.

Accountability

To the Director of Education.

Responsibilities

In addition to carrying out secretarial duties, the Administrative Secretary has the following additional responsibilities.

1. To manage the secretarial and related clerical and administrative work of the Unit, including time management.
2. To supervise the assistant secretarial staff of the Unit, and to delegate work as necessary.
3. To be responsible for maintaining a high standard of word processing, administrative and clerical work as required by Education Unit staff.
4. To organise and maintain a system of central files.
5. To act as personal assistant to the Director by screening calls, maintaining diary and other clerical and administrative duties as directed.
6. To advise the Director of possible improvements or changes to existing systems and structures.
7. To handle telephone enquiries to the Education Unit, in particular those requiring detailed knowledge of programs.
8. To act as a back-up resource for the Cancer Information Service during meetings and when there is an overload of calls.
9. Prepare advertisements for jobs within the Education Unit, handle related enquiries and organise mail-out of information to applicants.

10. To perform general administrative duties related to Mammacheck training days including:
 - a. responding to phone enquiries about training days.
 - b. processing applications, cheques, receipts etc.
 - c. maintenance of training day resources.
 - d. setting up the room for training days, providing equipment etc.
 - e. maintaining program records including courses run, training day records, updating facilitator listing.

11. To act as a back-up resource for Pap Test Victoria in answering queries on the 008 line.

12. Undertake occasional public speaking engagements to community organisations for Outside Speakers Bureau.

JOB DESCRIPTION
SUNSMART PROMOTIONS OFFICER

The position is within the Education Unit of the Anti-Cancer Council of Victoria (ACCV). The Promotions Officer will be part of a team responsible for developing and delivering a comprehensive skin cancer control program within the Victorian community.

Responsibilities:

The SunSmart Promotions Officer is accountable for developing and implementing the promotional activities of the SunSmart campaign with the aim of increasing the profile of the campaign and its key communications.

The Promotions Officer will work with other members of the SunSmart team and the ACCV Communications Unit to support the public relations strategy being implemented and will in particular support regional media and community activity.

Duties:

1. To develop and implement a promotional plan which includes:
 - Campaign launch (October/November)
 - National Skin Cancer Awareness Week activities (late November)
 - SunSmart Week (3rd week of January) which will focus on swimming pools finding promotional opportunities within existing summer events eg rock concerts, beach promotions
 - continuing and finding new promotional associations with the retail, sporting and media sectors
2. In consultation with the ACCV Communications Unit and other SunSmart staff, edit UnderCover newsletter.
3. In conjunction with ACCV Communications Unit research, write and place articles and press releases in specialist magazines and newsletters.
4. To promote the program through local media by informing press, radio and television of forthcoming events in their area, and generally to promote the SunSmart message/campaign in regional Victoria.
5. To respond to requests for promotional/media support from community organisations and to encourage use of the SunSmart educational and promotional resources for local educational activities. These include school resources, the promotional caravan, Sid Seagull suit, videos, displays, literature.
6. At the direction of the Manager, encourage SunSmart activity in areas of Victoria where there is no recent history of involvement in the program.
7. To support SunSmart sponsorship of the Victorian Tennis Association, the Royal and Surf Lifesaving organisations and Swimming Victoria and other sponsorship initiatives that arise.

Personal Qualities and Experience

The position of SunSmart Promotions Officer is a challenging one. Some knowledge of skin cancer and its prevention, and a commitment to a public health approach to reduce skin cancer are essential. At least two years industry experience in promotions/public relations is important.

The Promotions Officer must have good writing and verbal presentation skills, including the ability to turn scientific data into non-technical information.

The Promotions Officer must be a self-starter, able to work alone. He or she must be well-organised and efficient.

He or she must be capable of initiating, encouraging and supporting promotional activities around Victoria. The ability to impart information and skills, and to communicate effectively with a range of people are essential. High energy levels and enthusiasm are essential pre-requisites as the emphasis in the SunSmart program is on having fun outdoors, but protecting your skin as you do so.

The Promotions Officer must be prepared to work as part of a team committed to raising awareness of skin cancer prevention and early detection in the community.

Other Requirements

The Promotions Officer:

- must be a non-smoker
- must hold a current full Victorian driver's licence

Conditions:

Hours:

The Council staff officially work a 35 hour week. The Promotions Officer will be required to work some weekends and over the Christmas-New Year holiday period. Time-in-lieu will be given on weekdays.

Travel:

The Promotions Officer will be based at the Anti-Cancer Council of Victoria's offices in Carlton South, however some time may be spent travelling within Victoria. A car will be provided for these trips, and accommodation and expenses will be paid to a level agreed with the Manager.

Period of Employment:

This position is full time over a period of approximately six months from March 1993 to September 1993.

Key Relationships:

The Promotions Officer will report directly to the Manager, Skin Cancer Program. S/he will work closely with the SunSmart team which includes the Community Programs Officer, the Campaign and Sponsorship Officer the Schools Program Manager and the Administrative Secretary. Daily contact will be required with the ACCV Communications Unit. Close contact will also be maintained with the ACCV Resource Centre, and with ACCV behavioural research unit staff.

ANTI-CANCER COUNCIL OF VICTORIA

EDUCATION UNIT

Job Description

+ Sponsorship Officer
Campaign Manager - SunSmart

This position is part of the SunSmart team, which is responsible for delivering and evaluating the educational component of the skin cancer control program.

Responsibility

The Campaign Manager is responsible for the organisation and administration of a variety of activities across the skin cancer control program which involves predominantly the sunSmart campaign. The Campaign Manager's work encompasses schools, community, administrative and general promotional components of the program.

Duties

1. To be responsible for developing and producing promotional resources including signage, equipment, clothing and displays.
2. To undertake general administration and correspondence tasks for the project including formal industry requests and internal ACCV requests about the SunSmart campaign.
3. To be responsible for financial control of the program including ordering, record-keeping, forward estimates of expenditure and budget reconciliation.
4. To manage literature stocks including reprints, revisions and the production of new resources.
5. To organise and monitor bulk mailouts and process order forms from community organisations.
6. To manage sponsorships including written applications, working with sponsored organisations, implementing promotional plans and sponsorship evaluation.
7. To be responsible, along with the Community Programs Officer for the distribution and use of resources; to promote their availability and advise on their appropriateness.
8. To respond to a variety of callers wanting information about skin cancer or the campaign including sponsorship requests.
9. To liaise with a variety of specialist agencies contracted to work on promotions and advertising for the campaign.

10. To be responsible for the planning and implementation of promotional activities for the campaign and sponsorships, including launches and National Skin Cancer Awareness Week activities.
11. To assist with the development of the campaign strategy and content.
12. To assist with the writing and production of the campaign evaluation, including the collection and assembly of data for the Community Program.
13. To manage casual staff employed for events, sponsorship field work and bulk packing.
14. To perform other duties as requested by the Coordinator, Skin Cancer Program.

Personal Qualities and Experience

- . Ability to establish efficient administrative systems.
- . Ability to communicate effectively with a wide range of individuals and organisations.
- . Ability to present information and ideas effectively in verbal, written and visual form.
- . Ability to/experience of managing staff.
- . Ability to work as part of a team.
- . Ability to work efficiently with minimal supervision.
- . Experience in promotional work and/or experience in health or community education processes.
- . An understanding of public health issues and an appreciation of health education strategies.

Other Requirements

The Campaign Manager must:

- . hold a current Victorian driver's licence.
- . be a non-smoker.
- . be willing to meet the demands of work in a campaign atmosphere.

Conditions

Tenure: As this position is funded on a 12 months basis by the Victorian Health Promotion Foundation, employment is reviewed annually.

Travel: The Campaign Manager will be based at the Anti-Cancer Council of Victoria's offices in Carlton South.

Hours: ACCV staff officially work a 35 hour week. The Campaign Manager will need to work some flexible hours, including weekends and be prepared to take time in lieu at appropriate times.

Key Relationships

The Campaign Manager will report directly to the Coordinator, Skin Cancer Program. S/he will also work closely with the SunSmart Community Programs Officer, the ACCV Resource Centre and with CBRC staff (evaluation).

Salary

Salary will be based on ACCV salary scales. However a special allowance of 5% has been allocated in acknowledgement of the lack of tenure of this position.

The range is \$ - \$ and the salary offered will depend on the successful applicant's experience.

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JOB DESCRIPTION

SUNSMART FIELD OFFICER

Community Programs Officer

This position is within the Education Unit of the Anti-Cancer Council of Victoria (ACCV). The Field Officer will be part of a team responsible for developing and delivering the SunSmart skin cancer prevention program within the Victorian community.

Responsibilities:

The Field Officer will be responsible for supporting and advising local organisations in the development of local strategies for skin cancer control.

Duties:

1. In conjunction with the SunSmart team, to develop a personal plan with specific targets and timelines. This would form part of the evaluation of the Field Officer's achievements.
2. To respond to requests for support from communities.
3. To promote and encourage the development of local strategies for skin cancer control.
4. To assist local organisations interested in running programs to develop strategies and action plans, and to encourage them to establish a regular review process.
5. At the direction of the Coordinator, initiate activity where there is no recent history of involvement in the program.
6. Encourage local authorities to initiate skin cancer control measures.
7. To encourage use of the Council's educational and promotional resources for local educational programs. These include school resources, the promotional caravan, Sid Seagull suit, videos, displays, literature.
8. To promote locally based longer-term initiatives and achievements through local media; and generally to promote the SunSmart message/campaign during visits to regional Victoria.

Personal Qualities and Experience:

The position of SunSmart Field Officer within the Education Unit of the ACCV is a new and challenging one. Experience in health policy development and working with a wide variety of professionals at the local level is a pre-requisite. Experience or a qualification in recreation, education or community development would be an advantage. The Field Officer must be a self-starter, able to work alone. He or she must be well-organised and efficient.

He or she must be capable of liaising with community workers, and have an understanding of encouraging community participation in health programs. The ability to impart information and skills, and to communicate effectively with a range of people, are essential. High energy levels and enthusiasm are essential pre-requisites as the emphasis in the SunSmart program is on having fun outdoors, but protecting your skin as you do so.

The Field Officer must be prepared to work as part of a team committed to raising awareness of skin cancer prevention and early detection in the community.

Other Requirements:

The Field Officer:

must be a non-smoker
must hold a current full Victorian driver's licence.

Conditions:

Hours:

The Council staff officially work a 35 hour week. Field Officers will be required to work some weekends and over the Christmas-New Year holiday period. Time-in-lieu will be given on weekdays.

Travel:

The Field Officer will be based at the Anti-Cancer Council of Victoria's offices in Carlton South, however a considerable amount of work time will be spent travelling within Victoria. A program or hire car will be provided for these trips, and accommodation and expenses will be paid to a level agreed with the Coordinator.

Period of Employment:

This position is part time over a period of approximately twelve months.

Key Relationships:

The Field Officer will report directly to the Coordinator, Skin Cancer Program. S/he will also work closely with the Community Programs Officer, the SunSmart Campaign Manager and the ACCV Resource Centre, and with CBRC staff (evaluation). S/he will liaise closely with the Quit regional coordinator and, in liaison with the Coordinator, work with the PR Agency.

Salary: \$22,000 - \$25,750 (pro rata), depending on experience.

26 February, 1990

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JOB DESCRIPTION

SUNSMART FIELD-OFFICER (Promotions) *officer*

This position is within the Education Unit of the Anti-Cancer Council of Victoria (ACCV). The Field Officer will be part of a team responsible for developing and delivering the SunSmart skin cancer prevention program within the Victorian community.

Responsibilities:

The Field Officer will be responsible for recruiting, encouraging and supporting local organisations to promote the SunSmart message.

The Field Officer will have access to a small budget, to be used for supporting local programs.

Duties:

1. In conjunction with the SunSmart team, to develop a personal plan with specific targets and timelines. This would form part of the evaluation of the Field Officer's achievements.
2. To respond to requests for support from communities.
3. To assist local organisations interested in running programs to develop action plans and to encourage them to document and evaluate programs.
4. At the direction of the Coordinator, initiate activity where there is no recent history of involvement in the program.
5. To find means of reaching specific program target groups, in particular adolescents and people caring for young children.
6. To support ACCV sponsorship of the Surf and Royal lifesaving movements by liaising directly with clubs and assisting promotion of SunSmart activities as part of lifesaving activities.
7. To encourage use of the ACCV educational and promotional resources for local educational activities. These include school resources, the promotional caravan, Sid Seagull suit, videos, displays, literature.
8. To promote the program through local media by informing press, radio and television of forthcoming events in their area, and generally to promote the SunSmart message/campaign in regional Victoria.
9. To assist in the management of National Skin Cancer Awareness Week and other ACCV based promotions.

Personal Qualities and Experience:

The position of SunSmart Field Officer within the Education Unit of the ACCV is a challenging one. Experience in running recreational or health activities for various age

groups is a prerequisite. Experience or a qualification in recreation, education or community development would be an advantage.

The Field Officer must be a self-starter, able to work alone. He or she must be well-organised and efficient, and have good public relations skills.

He or she must be capable of initiating, encouraging and supporting promotional activities around Victoria. The ability to impart information and skills, and to communicate effectively with a range of people, are essential. High energy levels and enthusiasm are essential pre-requisites as the emphasis in the SunSmart program is on having fun outdoors, but protecting your skin as you do so.

The Field Officer must be prepared to work as part of a team committed to raising awareness of skin cancer prevention and early detection in the community.

Other Requirements:

The Field Officer:

must be a non-smoker
must hold a current full Victorian driver's licence.

Conditions:

Hours:

The Council staff officially work a 35 hour week. Field Officers will be required to work some weekends and over the Christmas-New Year holiday period. Time-in-lieu will be given on weekdays.

Travel:

The Field Officer will be based at the Anti-Cancer Council of Victoria's offices in Carlton South, however a considerable amount of work time will be spent travelling within Victoria. A program or hire car will be provided for these trips, and accommodation and expenses will be paid to a level agreed with the Coordinator.

Period of Employment:

This position is full time over a period of approximately seven months from November 1989 to June 1990.

Key Relationships:

The Field Officer will report directly to the Coordinator, Skin Cancer Program. S/he will also work closely with the Community Programs Officer, the SunSmart Campaign Manager and the ACCV Resource Centre, and with CBRC staff (evaluation). S/he will liaise closely with the Quit regional coordinator and, in liaison with the Coordinator, work with the PR Agency.

Salary: \$22,000 - \$25,750 (pro rata), depending on experience.

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26 February, 1990

ANTI-CANCER COUNCIL OF VICTORIA
EDUCATION UNIT

Administrative Assistant/Secretary

This position is part of the SunSmart team, which is responsible for delivering the educational component of the skin cancer control program.

Responsibilities

The Administrative Assistant/Secretary will be part of the SunSmart team. S/he will be responsible for secretarial and administrative tasks relevant to the smooth operation of the skin cancer program. Word processing will be a significant component of the position. The Administrative Assistant/Secretary will work within the secretariat of the Education Unit.

Duties

1. Manage all word processing for the SunSmart team (three permanent and some temporary staff) including arranging for outside agencies to complete large WP jobs where necessary.
2. Relieve the Coordinator of any time-consuming administrative tasks by doing the legwork, follow-up work, correspondence, personal filing etc. as directed.
3. Be responsible for information flow to all members of the SunSmart team. Maintain central diary of staff activities, contact numbers, use of cars, computers and other staff resources.
4. Maintain current general correspondence by having a well organised central filing system.
5. Organise meetings, distribute minutes and papers to relevant ACCV staff and committees and maintain records of meetings as directed.
6. Deal with mail and telephone enquiries from the public and health organisations.
7. Other duties as directed.

Qualities and Experience

The Administrative Assistant/Secretary will

- have excellent wordprocessing skills (AppleMac preferred); good sense of layout essential.
- be able to work in a team.
- have the ability to prioritise demands.

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- . be conscientious, reliable and able to keep calm in a hectic, campaign environment.
- . be well organised and efficient.
- . have a mature positive phone manner and good writing skills.
- . be energetic, enthusiastic and have a sense of humour.

Conditions

Tenure:

As this position is funded on a 12-months basis by the Victorian Health Promotion Foundation, employment is reviewed annually.

Hours:

ACCV staff officially work a 35 hour week. The Administrative Assistant/Secretary will need to work flexible hours, taking time in lieu to cover weekend work, night meetings and/or travel.

Key Relationships

The Administrative Assistant/Secretary will report directly to the Coordinator, Skin Cancer Program. S/he will work closely with the SunSmart Campaign Manager and other SunSmart staff. S/he will liaise closely with staff in the Secretariat of the Education Unit.

Salary

Salary will be based on ACCV salary scales. However a special allowance of 5% has been allocated in acknowledgement of the lack of tenure for this position.

The range, including 5% loading, is \$22,739 - \$25,516, depending on experience.

28th February, 1990

gaxsn06r

JOB DESCRIPTION

Resource Officer - Audiovisual

The Resource Centre is a busy part of the Education Unit. It has two major roles: to service the public demand for audiovisual resources, primarily generated by the Education Unit, and to service the ACCV for audiovisual back-up.

Accountability

To the Manager Skin Cancer Program for allocation and/or approval of duties below.

Responsibilities

1. With Resource Officer Despatch manage the daily running of the ACCV's Resource Centre. This includes monitoring resource lending, systems maintenance (e.g. slide collection) and supervising casual and part-time staff.
2. To produce information about Resource Centre holdings/stock for users.
3. To ensure that ACCV audiovisual resources are readily available through existing community, government and non-government collections (i.e. libraries, public hospitals).
4. Jointly responsible for Resource Centre work including phone and personal enquiries with borrowers and other ACCV staff, processing orders for videos, stock control, assisting with A.V.
5. Stock control including maintenance, replenishment and acquisition of additional stock as required.
6. To provide audiovisual back-up for all ACCV staff including
 - a. recommending purchase of new A.V. equipment as required.
 - b. maintenance and replacement of all ACCV audiovisual equipment.
 - c. in-servicing staff in the use of audiovisual equipment.
 - d. organising the production of some resources for in-house use e.g. recording TV or radio programs, copying existing tapes.
7. To keep abreast of current audiovisual and written resources, to advise Centre users on appropriate materials and to acquire new materials in consultation with other staff.
8. To be involved in the previewing of new resources.
9. To be responsible for storage of all Education Unit artwork, in co-operation with Publications Manager.
10. In conjunction with Publications Manager, to organise archive (slide and borrowable slide) copy of each new resource.

11. Manage the SunSmart promotional resources e.g. seagull suits, banners and umbrellas (phase in by September 1992).
12. Other duties as required.

Key Relationships

Co-operate with Resource Officer Despatch and other Education Unit staff. Co-operate with Publications Manager in determination and storage of archival work. Maintain relationship with all units in relation to audiovisual needs.

2jd.res.off.audiovisual

Date ,

JOB DESCRIPTION

Resource Officer - Despatch

The Resource Centre is a busy part of the Education Unit. It has two major roles: to service the public demand for audiovisual resources, primarily generated by the Education Unit, and to service the ACCV for audiovisual back-up.

Accountability

To the Manager Skin Cancer Program for allocation and/or approval of duties below.

Responsibilities

1. With Resource Officer - Audiovisual, manage the daily running of the ACCV's Resource Centre. This includes monitoring resource lending, expenditure, and supervising casual and part-time staff.
2. Responsible for the despatch of all items from the Resource Centre including Fresh Start and Mammacheck program materials.
3. To co-ordinate the despatch bookings including input, overdue, follow-up etc.
4. Jointly responsible for Resource Centre work including phone and personal enquiries with borrowers and other ACCV staff, processing orders for videos, stock control, assisting with A.V.
5. To maintain a record of existing stock of ACCV audiovisual resources and organise copies as necessary in consultation with relevant staff.
6. Manage supply of Mammacheck and Fresh Start resources to facilitators, restock kits, ensure sufficient stocks of literature etc. are in store.
7. Manage resources and borrowing for NESB Facilitators.
8. Manage the SunSmart promotional resources e.g. seagull suits, banners and umbrellas (phase out by September 1992).
9. Other duties as required.

Key Relationships

Co-operate with Fresh Start Officer of Quit Campaign on Fresh Start needs. Co-operate with Mammacheck Manager on Mammacheck and NESB Program needs. Co-operate with Education Unit staff.

2jd.res.off.despatch

Date

JOB DESCRIPTION
RESOURCE CENTRE MANAGER, EDUCATION UNIT

The Resource Centre is a busy part of the Education Unit. It has two major roles: to service the public demand for audiovisual resources, primarily generated by the Education Unit, and to service the in-house ACCV demand for audiovisual backup. It is the role of the Resource Centre Manager to coordinate the Resource Centre and advise on its role and future and to assist in the development of ACCV resources.

Accountability:

To the Director for approval and/or allocation of duties as below.

Responsibilities:

- A. Resource Centre Co-ordination
1. To manage the ACCV's Resource Centre and be responsible for the staff employed therein.
 2. To provide audiovisual backup for all ACCV staff including:
 - a. purchasing of new a-v equipment
 - b. maintenance and replacement of all ACCV audiovisual equipment
 - c. overseeing the setting up of equipment for ACCV meetings
 - d. inservicing staff in the use of audiovisual equipment
 - e. organising the in-house production of some resources eg recording TV or radio programs, copying existing tapes, making slides.
 3. To manage the lending system including liaison with the computer managers on requirements of the Resource Centre.
 4. To keep abreast of current audiovisual and written resources and acquire new materials in consultation with other staff.
 5. To produce information about Resource Centre holdings/stock for users.
 6. To ensure that ACCV resources are readily available through existing community, government and non-government resource collections.
- B. Resource Development
7. Maintain a record of existing stock of ACCV resources, and organise reprints as necessary in consultation with relevant staff.
 8. To assist Education Unit staff with production, distribution and use of resources and publications..

Key Relationships:

Cooperate with Education Unit staff. Maintain relationship with all Units, in relation to audiovisual needs.

The Anti-Cancer Council employs non-smokers.

GAXDR02A

12 September 1989

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