JOB DESCRIPTION - TEAM MEMBERS

The Cancer Council is the leading cancer charity in NSW. Our mission is to defeat cancer. The values underpinning our work are respect, learning and creativity, integrity, fairness and effectiveness.

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Regional Nutrition Project Officer – Eat It To Beat It</th>
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</thead>
<tbody>
<tr>
<td>STATUS:</td>
<td>Part Time, 12 month Contract</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Wagga Wagga</td>
</tr>
<tr>
<td>DAYS:</td>
<td>3 days/week</td>
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<tr>
<td>REPORTS TO:</td>
<td>Regional Manager, South West Nutrition Unit Manager</td>
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<tr>
<td>UNIT &amp; DIVISION:</td>
<td>South West Region, Statewide Services Division</td>
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</tbody>
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OTHER POSITIONS REPORTING TO REGIONAL MANAGER, SOUTH WEST REGION:
- Regional Programs Coordinator (1.6 FTE)
- Office Coordinator (1 FTE)
- RFL Coordinator (1 FTE)
- Community Relations Coordinator (1 FTE)
- Regional Programs Coordinator-Support Care (0.5 FTE)

OTHER POSITIONS REPORTING TO NUTRITION PROGRAM MANAGER:
- Nutrition Project Officer (2 FTE) – Food marketing and food policy x2
- Nutrition Project Officer (0.6 FTE) – Healthy weight promotions
- Nutrition Project Officer (1 FTE) – Eat It To Beat It program
- Nutrition Project Officer (0.6 FTE) – Eat It To Beat It Strategy
- Nutrition Project Officer (0.4 FTE) – Eat It To Beat It program

ORGANISATIONAL CONTEXT:

This program is a joint initiative of the Health Strategies Division and South West NSW region. The position will be located in one of Cancer Council’s ten Regional Offices, which service the entire state. Regional offices have a key role to play in providing leadership to engage people and communities to take action to beat cancer. They develop capacity and ownership in local communities and regions. They are the local support for raising funds from within the community and delivering quality programs and services back to that community.

The Eat It To Beat It program is Cancer Council’s flagship nutrition promotion program. After a successful pilot program in the Hunter region the program is now being rolled out to four new Cancer Council regions. The goal of the program is to increase fruit and vegetables consumption in parents of primary school aged children.

This Eat It To Beat It program is managed by the Health Strategies Division of the Cancer Council NSW. The mission of Health Strategies Division is to help change the social environment and people’s behaviour, to reduce the risk of cancer, and thereby improve the health and wellbeing of individuals, families and communities in NSW

KEY PURPOSE:

To establish and implement the strategies specific to the Eat It To Beat It program across the South West region of NSW.
KEY ACCOUNTABILITIES:

- **Program planning and implementation**
  - Plan and develop local strategies for promoting nutrition, using evidence based and best practice approaches.
  - Facilitate *Eat It To Beat It* agreed initiatives as identified by consultation and in line with best practice models.
  - Coordinate delivery of the *Eat It To Beat It* program in the South West NSW region.
  - Build and maintain relationships with key stakeholders to aid the effective delivery of the *Eat It To Beat It* program
  - Liaise with and provide information and support for other Cancer Council staff (e.g. regional program and events staff, media unit) to support program delivery.
  - Develop and maintain an up-to-date and expert knowledge of nutrition and health promotion and associated issues as it affects cancer control

- **Partnership building and community engagement**
  - Work in partnership with key stakeholders including government departments, non-government organisations, representative bodies and other Cancer Council units to plan and deliver the *Eat It To Beat It* fruit and vegetable promotion program and activities.
  - Support capacity building in the relevant community settings to enable sustained delivery of the *Eat It To Beat It* program in the region. This includes the recruitment and ongoing support of volunteers and key organisations.

- **Volunteer Management**
  - Recruit, train, support and manage volunteer *Eat It To Beat It* program facilitators and other *Eat It To Beat It* office volunteers
  - Coordinate reporting and recording requirements volunteer *Eat It To Beat It* program facilitators

- **Strategic program support**
  - Contribute to the development and dissemination of statewide resources for program interventions as required.
  - Provide input into submissions to enhance funding for the *Eat It To Beat It* program in the region.
  - Liaise with other statewide service staff to support the roll out of the *Eat It To Beat It* program in the region.
  - Liaise with local media to maximise opportunities to promote the program.

- **Monitoring, evaluation and reporting**
  - Monitor the performance of the *Eat It To Beat It* program and provide timely reports on key program activities in the region
  - Assist in coordinating and conducting program evaluations in the region to ensure that appropriate evaluation data is accurately collected and captured.

- **General responsibilities**
  - Represent the South West region, the Nutrition Unit and/or the Cancer Council in national, state and regional initiatives as appropriate.
  - Work effectively as part of the *Eat It To Beat It* team, the Nutrition Unit and the South West regional team
  - Contribute to a positive and professional team spirit aligned to CC values
  - Occupational Health and Safety
    - Follow all Cancer Council health and safety policies and procedures
    - Report all known or observed hazards to Manager or Supervisor
    - Take reasonable care at work to ensure your own and others’ safety.
SELECTION CRITERIA:

Essential:
- Tertiary qualifications in nutrition, public health/health promotion and/or community development
- Previous experience developing and coordinating health promotion programs
- Effective organizational and project management skills
- Demonstrated ability to negotiate with internal and external program partners to achieve successful program implementation and sustainability
- Demonstrated ability to manage volunteers to enhance program delivery.
- Excellent analytical, critical appraisal, conceptual thinking and problem solving skills
- Excellent written and oral communication skills and the ability to communicate/translate scientific evidence and information for a variety of audiences
- Well developed initiative, ability to meet deadlines and to balance competing priorities
- Ability to work as part of a team as well as undertake self-directed work
- Knowledge and understanding of OH&S principles
- High level computer literacy in Microsoft Office
- Current drivers license

Desirable:
- Previous experience working in a non government organization
- Existing networks with relevant program stakeholder and community members
- Experience in community engagement
- Previous experience working with the media

KEY PRACTICES FOR TEAM MEMBERS:

- Build and Maintain Strong Relationships
- Take Initiative
- Focus on Results
- Be Personally Effective
- Contribute to Teamwork
- Occupation Health & Safety

Additional key practice for team members whose role includes supervisory responsibilities:
Lead, direct, motivate and influence team members to achieve results

REVIEWER: Nutrition Program Manager  DATE: August 2012