POSITION DESCRIPTION

Position: **Research and Evaluation Coordinator, Quit (BSD.107)**

Reports To: **Research and Evaluation Manager, Quit**

Classification: **Band E**

CANCER COUNCIL VICTORIA

Every year, more than 30,500 Victorians will be diagnosed with cancer, and nearly 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at early detection and treatment of cancer.

Since our establishment in 1936, Cancer Council Victoria has developed an international reputation for our innovative work in cancer research, prevention and support. As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**

DIVISION SUMMARY

Within the **Behavioural Science Division**, the **Centre for Behavioural Research in Cancer's (CBRC)** mission is to conduct high quality applied behavioural research to inform and influence cancer prevention policies, programs and services, in order to reduce the impact of cancer on the Victorian community. CBRC's research is linked to the Council's strategic plan.

The Centre's work program encompasses behavioural research in the areas of tobacco control, skin cancer prevention, obesity prevention, alcohol harm prevention and cancer screening. The Centre also undertakes evaluation of cancer prevention and screening programs and services housed within Cancer Council Victoria, including high profile public communication programs such as Quit, SunSmart and LiveLighter.

PROGRAM OVERVIEW

Quit Victoria is a joint initiative of the Cancer Council Victoria, the Victorian Department of Health and VicHealth. Quit's goal is to reduce the health, financial and social inequities caused by smoking and vaping, in Victoria.

Quit aims to achieve its goal through large scale multi-media interventions; providing policy advice based on the best available evidence; and advocacy and capacity building in the health and community service sectors, plus the development of interventions to make evidence-based smoking and vaping cessation advice and support accessible to all. Funded by the Australian Government, the [Quit Centre](#) is a national evidence-based portal for health professionals who want to help their patients stop smoking or vaping.

POSITION SUMMARY

The Research and Evaluation Coordinator, Quit is responsible for developing and implementing evaluation plans and coordinating and contributing to research and evaluation activities for the Quit Program, including data collection, analysis and reporting to support ongoing campaign and program development and learning. This position works under the supervision of the Research and Evaluation Manager, Quit within CBRC and works collaboratively with members of the Quit program team in Cancer Council Victoria's Prevention Division.

RESPONSIBILITIES

Program Evaluation

- Coordinate evaluations of the Quit Victoria program, including but not limited to developing and implementing evaluation plans for individual campaigns and program components.
- In line with agreed evaluation frameworks and plans, coordinate data collection, collation, analysis, and reporting, ensuring appropriate data management and quality control procedures are in place.
- Take a partnership approach in working with the Quit team, program funders and other key stakeholders as appropriate to identify and develop methods and tools to support program evaluation.
- Establish and maintain effective feedback and reporting loops to enable learnings to be incorporated during project planning and implementation.
- Draw conclusions from quantitative and qualitative data to support ongoing program development and learning, assessment of progress towards targets and development of recommendations for the planning of future policy and programs.

Data Collection, Analysis and Reporting

- Undertake, interpret, and provide advice on multivariate statistical analysis.
- Establish quality assurance procedures for data processing, including the coding of variables, and checking of statistical findings.
- Interpret and communicate the results of qualitative and quantitative analyses to the research team and program staff.
- Prepare status reports, research insights reports, and evaluation reports.
- Prepare and deliver presentations of research and evaluation findings at professional meetings and conferences.

Relationship Management

- Build, develop and maintain effective working relationships with internal and external clients and collaborators including other CBRC staff, and Quit program and other Prevention Division staff.
- Effectively collaborate with internal and external stakeholders.

Such other duties as directed and consistent with an employee's level of skill, competence and training.

KEY SELECTION CRITERIA

Essential Criteria

Qualifications, Experience, Knowledge and Skills
- A tertiary degree in psychology, behavioural science, public health, evaluation, or related discipline.
- Demonstrated experience in program evaluation including planning and design, quantitative and qualitative data collection, data analysis, reporting and dissemination.
- Demonstrated experience in developing evaluation tools, such as monitoring and evaluation plans, program logic models and theories of change.
- Ability to draw conclusions from qualitative and quantitative data to support ongoing program development.
- Understanding of survey and study design methods and issues in behavioural research and evaluation science.
- Substantial experience in conducting multivariate statistical analysis using STATA and/or SPSS, and an ability to interpret outputs.
- Effective communication skills (both written and verbal) with a proven ability to communicate and present evaluation findings across a range of media and audiences.
- Effective organisational skills, including the ability to coordinate multiple partnerships and projects concurrently and to prioritise and schedule tasks with minimal supervision.
- Effective relationship management and interpersonal skills, including the ability to develop and maintain strong collaborative relationships with internal and external stakeholders.

Desirable Criteria
- Sound understanding of the community health sector as well as evaluation approaches appropriate for use in that sector.
- Demonstrated experience in managing complex data sets.
- Master's degree or PhD degree in psychology, behavioural science, public health, evaluation, or related discipline.

Special Requirements
- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Police Check