Are you professional enough to work at CanTeen?

Are you free-spirited enough to work at CanTeen?

Information Pack
Research Officer YCS – CanTeen NSW
About CanTeen

We get it. Just when life should be full of possibilities, cancer crashes into a young person’s world and shatters everything.

We help young people cope with cancer in their family. Through CanTeen, they learn to explore and deal with their feelings about cancer, connect with other young people in the same boat and if they’ve been diagnosed themselves, we provide specialist, youth-specific treatment teams.

By feeling understood and supported, young people develop resilience and can rebuild the foundations that crumbled beneath them when cancer turned their life upside down.

No matter which role you are in, working for CanTeen is how you can be the difference.

Life at CanTeen

CanTeen is one of the most highly regarded not for profits in Australia with one of the most recognisable brands across the country (who doesn’t know about the bandannal!). CanTeen is also a finalist in the 2018 Australian HR Awards – Employer of Choice (Public Sector & NFP) Category!

Working for CanTeen is an inspiring, rewarding and purposeful experience that really enables you to be at your best. CanTeen has a passion for all things people, and as well as a range of benefits including 5 weeks of annual leave, additional 3 days of gifted leave over Christmas, dog friendly organisation, flexible working, tax-effective salary packaging scheme, mobile phones and an in-house leadership program, we are continually working on ways to make CanTeen an even better place to work. We have a culture we are proud of, and want to find more people who share our commitment, enthusiasm and passion!

Through our regular staff engagement surveys, we know that CanTeen is fortunate to have one of the most passionate and committed workforces in Australia!
What’s this job all about?

Title:
Research Officer, Youth Cancer Services – CanTeen NSW

The nuts and bolts:

Full Time, Fixed Term Position until 31st December 2020

Job summary:

CanTeen has entered into Funding Agreements with the Commonwealth Government from 2017 - 2020 to manage five dedicated hospital-based Youth Cancer Services (YCS) for adolescents and young adults (AYA) with cancer, conduct national priority projects focused on improving AYA cancer care, and improve access to clinical trials for young cancer patients. Youth Cancer Services teams are based in Sydney, Brisbane, Melbourne, Adelaide and Perth and provide multidisciplinary care to young people diagnosed with cancer nationally. These services are complemented by national priority projects led by CanTeen, including national data capture, research, professional development and advocacy.

As the Research Officer (YCS), you will contribute to a variety of research projects related to the YCS including national priority projects. Specifically, you will be responsible for providing assistance to the Research and Evaluation Managers/Senior Researchers on projects which explore young people’s experience of care during their cancer treatment and exploring young people’s experience of life after cancer (i.e. survivorship). You will be responsible for managing ethics on existing projects, developing project protocols and submitting ethics and governance documents for new projects, recruiting participants, collating data summary reports, preparing conference presentations for the team on these projects. This role gives you the opportunity to have a job where you can work with purpose and contribute to the translation of research into practice.

Is this you:

We are looking for someone who is self-motivated, enjoys a challenge and can meet the following selection criteria:

• Honours degree or 4th year equivalent (or equivalent additional experience) in psychology, social sciences, public health, health sciences, behavioural science or a related field.
• A minimum of 2 years' relevant research experience.
• Demonstrated project management experience, organisational skills and a track record in coordinating research projects.
• Demonstrated ability to manage multi-site hospital and university ethics processes.
• Demonstrated ability to conduct quantitative and/or qualitative research.
• Demonstrated experience establishing and maintaining relationships both internally and externally.
• Ability to undertake literature reviews and maintain bibliographic databases.
• Ability to produce high quality written material and the ability to write in an easily understood style and format.
• Demonstrated ability to analyse data and present in a meaningful way using text, tables and graphics.
• Understanding of the importance of translating research into practice.
• Computer literacy, especially in MS Office and SPSS (or similar statistical package).

Closing date info:

Applications for this role will close on the 30th June 2019. Please email written applications with a covering letter addressing the selection criteria and CV in a single document by close date to careers@canteen.org.au. More information on the role can be found via our website at www.canteen.org.au/about-us/careers/ or please contact Helen Bibby on (02) 9007 0229.
Working Relationships

Title: Research Officer, Youth Cancer Services

Reports to: Research Manager

Positions reporting into this one: None

Key working relationships: General Manager Research & Youth Cancer Services, Youth Cancer Services & Clinical Trials Manager, Evaluation Manager, Research and Evaluation team members, Youth Cancer Services National and Jurisdictional team members, and other key external stakeholders such as health professionals, other researchers and not-for-profit organisations.

Position Summary: As the Research Officer (YCS), you will contribute to a variety of research projects related to the YCS including national priority projects. Specifically, you will be responsible for providing assistance to the Research and Evaluation Managers and Senior Researchers on projects which explore young people’s experience of care during their cancer treatment and young people’s experience of life after cancer (i.e. survivorship). You will be responsible for managing ethics on existing projects, developing project protocols and submitting ethics and governance documents for new projects, recruiting participants, collating data summary reports, and preparing conference presentations for the team on these projects. This role gives you the opportunity to have a job where you can work with purpose and contribute to the translation of research into practice.

Duties

- Manage day to day aspects of research projects in line with organisational strategic priorities, including survivorship, health services and translational research projects.
- Participate in research teams involving other CanTeen staff, Youth Cancer Services team members and external, national and international researchers.
- Conduct literature reviews to inform research and evidence-based practice.
- Manage the ethics process for several multi-site research projects.
- Comply with CanTeen and relevant external ethics guidelines and policies, and conduct research in an ethical manner.
- Use appropriate scientific methodology to conduct quantitative and qualitative analysis of research data.
- Analyse data and present in a meaningful way using text, tables and graphics.
- Prepare reports and other publications (e.g. journal articles and conference presentations) to disseminate research findings to internal and external audiences.
- Prepare relevant grant applications and reports.
- Manage project budgets and budget planning.
- Support the development of junior members of the RESP team including placement students and volunteers.
- Develop and maintain strong relationships and communicate regularly with relevant internal and external stakeholders.
- Represent CanTeen at relevant forums, committees and conferences.
- You may also be required to undertake other duties as appropriate to the Research Officer role and as requested by CanTeen.
- You will be required to meet with your manager regularly to discuss your progress and participate in staff development activities, including performance appraisal and planning processes.
Selection Criteria

Qualifications and experience:
• Honours degree or 4th year equivalent (or equivalent additional experience) in psychology, social sciences, public health, health sciences, behavioural science or a related field.
• A minimum of 2 years’ relevant research experience.
• Experience conducting research in hospital settings and with stakeholders from medical, nursing or allied health fields.
• Demonstrated project management experience, organisational skills and a track record in coordinating research projects.

Capabilities:
• Provide support and co-ordination for complex research projects.
• Familiarity and experience with hospital ethics and governance processes.
• Able to undertake high quality quantitative and/or qualitative data analysis.
• Contribute to high quality reports and other deliverables including the preparation of manuscripts for publication.
• Manage changing and competing priorities and deadlines.
• Strong organisational/project planning and time management skills.
• Strong attention to detail and good initiative.
• Think creatively and innovatively.
• Strong communication and networking skills.

Personal qualities:
• Warm, approachable, friendly and professional.
• Actively listen and be responsive to feedback.
• A high level of integrity, honesty and commitment.
• Highly motivated team player.
• Able to handle stressful situations, including negotiating with others.
• Adaptable to change.
• Able to work autonomously and take initiative.
• Desire to work for CanTeen, affinity with our Mission, desire to work with young people.
Due to the nature of CanTeen’s work, you will sometimes be required to work weekends and evenings with some inter-state travel from time to time. Advance notice will be given when this is the case, and CanTeen has a flexible working policy that ensures you are able to maintain a healthy work/life balance.

Pre-Employment Checks

As CanTeen’s work involves employees being in direct contact with children and young people, employees are required to complete police and working with children checks, relevant to the State in which they will be employed.

CanTeen will conduct at least two reference checks on successful applicants, and may also require proof of any professional qualifications stated on an application.

General Information

All employees are required to adhere to CanTeen’s Human Resources Policies during the course of their employment.

CanTeen is an equal opportunity employer.