



**canteen**  
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Are you professional enough  
to work at CanTeen?



Are you free-spirited enough  
to work at CanTeen?



# Information Pack

Senior Research and  
Evaluation Officer - 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 (8<sup>th</sup> in fact) with one of the most recognisable brands across the country (who doesn't know about the bandanna!).

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 a 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:

Senior Research and Evaluation Officer – CanTeen NSW

## The nuts and bolts:

Full Time (5 days per week), 12 month fixed-term contract

## Job summary:

This role entails contributing to the development and evaluation of CanTeen's psychosocial services, with the aim of **increasing the international body of knowledge about evidence-based support** for young people affected by cancer.

This includes **developing and evaluating manualised group therapy and training programs** for young people with a range of cancer experiences (e.g., acceptance and commitment therapy programs for young people who have completed cancer treatment; adventure therapy programs; youth leadership and positive youth development programs).

The role also requires supporting the organisation to **implement evidence-based practice** by contributing to journal articles and conference papers, quality assurance projects, grant applications and reports, and media and fundraising collateral. This is achieved through collaboration with staff and clients across the organisation.

## Is this you:

We are seeking a dynamic Senior Research and Evaluation Officer who is able to meet the following **selection criteria**:

- Honours degree or 4th year equivalent in **psychology**
- Demonstrated experience with **designing and managing clinical/applied research and evaluation projects**, particularly **program or service evaluations**
- Demonstrated **flexibility, problem-solving** ability, and **time management** skills
- Demonstrated experience in **establishing and maintaining relationships** with key internal and external stakeholders
- Demonstrated experience in the preparation and **delivery of conference presentations and publication of journal articles**
- Demonstrated ability to **translate research into practice**
- Computer literacy, especially in **MS Office, SPSS** (or similar statistical package) and **EndNote**
- Strong attention to detail

## Closing date info:

### Interested? Apply Now!

Applications for this role will close **Sunday 18<sup>th</sup> August 2019**.

Please email written applications with a covering letter addressing the selection criteria and CV in one document by close date to [careers@canteen.org.au](mailto:careers@canteen.org.au).

# Working Relationships

**Reports to:** Evaluation Manager

**Positions reporting into this one:** None

**Key working relationships:** : Directly reports to Evaluation Manager and indirectly reports to General Manager (Research & Youth Cancer Services). Key working relationships with other members of the Research, Evaluation & Social Policy team and staff in CanTeen's National and State Offices (e.g., State Managers; Psychosocial Team Leaders; Youth Cancer Services Manager; Marketing & Fundraising teams). Key stakeholders include CanTeen clients and external organisations (e.g., hospitals, schools, other not-for-profit organisations).

## Duties

- Conducting research and evaluation projects in line with organisational strategic priorities.
- Managing the development and evaluation of CanTeen's psychosocial programs and services.
- Literature reviews and maintaining bibliographic databases.
- Managing the preparation and submission of ethics applications.
- Developing recruitment strategies and managing participant recruitment.
- Data collection, including developing, organising and distributing surveys; conducting interviews and focus groups; and maintaining records and databases to support the data collection process.
- Quantitative and qualitative data analysis and write-up of results.
- Preparing and delivering conference presentations and publication of journal articles.
- Liaising with internal and external stakeholders about ethics approvals, study promotion and recruitment, delivery logistics, and data collection.
- Maintaining research partnerships and coordinating project meetings, including preparing agendas and writing minutes.
- Contributing to the development and delivery of staff training.
- Supporting the development and management of research volunteers.
- Managing project budgets.

## Performance Criteria

Key Performance Indicators:

- Contribute to the development and implementation of evidence-based programs and services; in particular, psychosocial group therapy programs.
- Manage research projects and disseminate results through journal articles and conference presentations

### Selection Criteria

- Minimum Honours degree or fourth year equivalent in psychology
- Demonstrated experience with designing and managing clinical/applied research and evaluation projects, particularly program or service evaluations
- Demonstrated flexibility, problem-solving ability, and time management skills
- Demonstrated experience in establishing and maintaining relationships with key internal and external stakeholders
- Demonstrated experience in the preparation and delivery of conference presentations and publication of journal articles
- Demonstrated ability to translate research into practice
- Computer literacy, especially in MS Office, SPSS (or similar statistical package) and EndNote
- Strong attention to detail

### Desirable Criteria

- Postgraduate qualification in psychology, social sciences, public health, health sciences or related field
- Experience working with young people
- Experience working with qualitative methods (interviews) and tools (e.g. NVivo)
- Knowledge of acceptance and commitment therapy

### Knowledge/Skills

- Minimum Honours degree or fourth year equivalent in psychology.
- Experience in conducting all aspects of the research and evaluation process.
- Project planning and time management skills.
- Strong attention to detail.
- Ability to think creatively and innovatively, demonstrate initiative, and problem-solve.
- Strong communication and networking skills with a range of stakeholders.
- Excellent computer skills, including demonstrated experience with Microsoft Office programs and statistical software (e.g., SPSS).
- Experience in conducting applied/clinical research is desirable.

### Personal qualities

- Interest in the provision of clinical support to young people affected by cancer.
- Warm, approachable and friendly with the ability to actively listen.
- High level of integrity, honesty, and commitment.
- Highly motivated team player with the ability to flexibly to handle stressful situations and adapt to change.
- Able to work autonomously.
- Desire to work for CanTeen and affinity with our Mission.

## Hours of Work

Due to the nature of CanTeen's work, you will be required to occasionally work weekends and evenings. Advance notice will be given when this is the case, and CanTeen does have a Time Off in Lieu policy for taking leave as agreed with the supervising manager.

## 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

You may also be required to undertake other duties as appropriate to the Senior Research & Evaluation 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 the performance appraisal and planning process.

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

CanTeen is an equal opportunity employer.

