

Position Description

Position Title	Project Officer
Position Number	30013518
Division	Clinical Operations
Department	Cancer Centre
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2025-2027
Classification Description	Administrative G5 L1 – L5
Classification Code	HS5 - HS33
Reports to	Development Manager, Cancer Centre
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	- National Police Record Check - Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Project Officer role in the Cancer Centre is a new role established to provide high quality project support to extend the capacity to deliver new grant and community seed funded projects within the Cancer Centre. To include:

- *Aboriginal- led model of culturally safe cancer care in the Loddon Mallee region and*
- Piloting a sexual health clinic at the Bendigo Health Cancer Centre
- Other project work within the Cancer Centre as required.

Aboriginal- led model of culturally safe cancer care in the Loddon Mallee region

Bendigo Health (BH) Aboriginal and Cancer Services, together with Bendigo and District Aboriginal Co-operative (BDAC), were a successful grant recipient in July 2026 to deliver this new partnership project. Funded by the Federal Government through the Cancer Australia- Partnerships for Culturally Safe Cancer Care grant program with \$700,000 over 2 years. The project aims to implement and evaluate an Aboriginal-led model of culturally safe cancer care grounded in navigation and peer support for First Nations 'Community' in the Loddon Mallee region. Strengthening relationships through a community-controlled partnership that embeds cultural safety and self-determination across the cancer pathway. This project will improve trust and engagement in cancer care, connections and support emotional wellbeing for Community.

Piloting a Sexual Health Wellbeing Clinic at Bendigo Cancer Centre

Community funding from the Bendigo Biggest Blokes Lunch will enable a pilot project to provide access and support to sexual health wellbeing services and expertise. People affected by cancer often face sexual health issues following a cancer diagnosis and treatment side effects. The demand is growing and sexual health support services are not available in the Cancer Centre's current service offerings and is often inaccessible for rural and regional patients due to travel burden to access in metropolitan centres.

The Project Officer will be based in the Cancer Centre, and operationally, the role will report to the Development Manager in Cancer Services and to project governance/ steering groups. The role will support development of strong relationships with key stakeholder groups including: Bendigo District Aboriginal Cooperative (BDAC), other ACCHOs, LMICS, Violet Vines Marshman, Latrobe and community members and other respective stakeholders depending upon additional project that will come under this portfolio.

Responsibilities and Accountabilities

Key Responsibilities

The Bendigo Health Cancer Centre- Project Officer—will be responsible to undertake scoping and mapping in the establishment phases of the two key projects, provide project administration, coordination of stakeholder workshops, events and community forums and support implementation of pilot, Aboriginal Navigator role and reporting over the project phases.

The role will:

- Build excellent working relationships with senior clinical leaders and cancer and community stakeholders across the region for the cancer service improvement projects.

- The project officer will be an integral relational manager and first nation advocate between stakeholders, to respond effectively to gaps identified in the service Aboriginal Navigator role, translating culturally responsive cancer care and enabling system improvements for mob accessing cancer care across community and mainstream care.
- Work closely with key stakeholders in the Cancer Centre including the Development manager, Director, Clinicians and more broadly across Bendigo Health to develop, support and evaluate projects that meet their internal priorities in line with BHCC regional cancer services plan and BH strategic plan.
- Act as resource to the services by providing information and advice about how their work overlaps and/or integrates between mainstream and community, and more broadly with local, regional and initiatives and opportunities that relate to cancer.
- Establish and facilitate greater communication links, as per the community strategy for the projects between all project stakeholders.
- Participate in a range of "business as usual" activities within BHCC team culture, and represent the projects at local forums, community of practice and project funding progress reports as required.

Employees are required to carry out lawful directions outlined above or delegated to them.

Key Selection Criteria

Essential

1. Tertiary degree qualifications in health, public health, health promotion, nursing, social sciences, project management or a related discipline.
2. Demonstrated experience of at least three years managing successful multi-stakeholder projects or programs to deliver quality outcomes or aptitude for such with transferrable skills.
3. Demonstrated knowledge of the Victorian health system and community organisations, including how to work closely with a wide range of stakeholders, health service managers, clinicians and other community partners to meet agreed outcomes.
4. A good understanding of the barriers faced by Aboriginal people entering a mainstream health service and the challenges faced within these environments.
5. A strong commitment to developing cultural safety, anti-racism, a person-centred customer service model of service delivery to rural and regional community and a culture of robust and respectful teamwork.
6. Exceptional influencing and relationship management skills including the ability to develop and maintain strong collaborative partnerships with individuals, groups and consumers with a lived experience of cancer.
7. Well-developed interpersonal skills, incorporating excellent written and verbal communication, negotiation, facilitation and problem solving.
8. Capacity to plan, prioritise and organise own work and project resources in an environment of change and competing demands.

Desirable

9. A good understanding of specialist cancer services and how they operate in Victoria.
10. Project Management qualifications or a solid understanding of various methods of project management and key components.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.