

Program Leader

- **Start the New Year with a new role!**
- **12 month Maternity Leave Replacement Role**
- **Engaging brand, great opportunity to contribute**

With a recent change in leadership structure and a renewed purpose, the National Breast Cancer Foundation (NBCF) has a prominent brand and profile that resonates across Australia. The NBCF is known both for the funds it raises from the community and for its peer-reviewed grants program that enables the very best breast cancer research (\$74m worth of funding contributed since its inception in 1994).

The role of Program Leader provides a uniquely exciting opportunity to optimise the contribution of research funding and research programs at NBCF. The Program Leader is responsible for managing the administrator of the grants program and associated strategic relationships advocating for and investing in research.

To excel in this role, you will have:

- Tertiary qualifications in health or social sciences
- Demonstrated ability in liaising with a range of stakeholders and working in partnerships with external organisations
- Excellent written and oral communication skills to both scientific and lay audiences
- Experience of the medical research funding landscape within Australia
- Knowledge of the processes required for the management of research grant applications
- Strong conceptual and strategic thinking skills
- High level analytical and problem solving skills
- Demonstrated project management and coordination skills coupled with the ability to meet tight deadlines and handle competing priorities
- Excellent written and oral communication skills

Your major deliverables will include:

- Stakeholder management - manage external stakeholders and consult with researchers, academic institutions, senior health professionals, government and community members in the development and implementation of the research strategy and external research programs.
- Coordinating implementation activities of the NBCF Corporate Plan and the National Action Plan for Breast Cancer Research and Funding; this will include the conduct of discrete projects that support the actions of the National Plan and the annual development of NBCF strategic research directions.
- Managing the review and update of policies and procedures relevant to the research strategy.
- Providing coordinator support for the development activities of a National Cancer Research Plan with the Cancer Research Leadership Forum.
- Developing and implementing processes to identify and procure high priority research objectives relevant to the grant portfolio through consultative process with the research community of consumers.
- Developing and delivering programs for the consumer consultative process and review of research grants.
- Overseeing the day to day administration of the NBCF Research Investment Grant Portfolio.

You will work within the Research Investment Team, report to the Director, Research Investment and manage the Grants Administrator. This is a compelling, sophisticated senior role within the team and an excellent opportunity to enhance your career.

To be considered for this role please send your resume and covering letter to recruitment@nbcf.org.au before close of business 20 December 2011.