

## Position Description

Position Title	Clinical Lead, Specialist Lung Cancer Nurses
Location	Brisbane
Team	Consumer
Employment Status	Full-time
Award	Nurses Award 2020
Level	Level 3
Reports to	Chief Nurse
Direct Reports	Administration Co-ordinator ANZ-LCNF
Version	March 2024

### PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

### SECTION 1

#### Our Mission

Healthy lungs for all.

#### Our Vision

To lead lung health and transform lives through impactful programs, policy, campaigns, and research.

#### Our Values

Our values underpin everything we do:

**Trusted:** We are a credible, evidence-based authority in lung health, disease and cancer.

**Excellence:** We set the standard through expertise, leadership and innovation, striving every day for the highest quality in everything we do.

**Impact-driven:** We create meaningful, lasting impact in lung health, with a commitment to equity and addressing disparities.

**Collaborative and inclusive:** We listen deeply, value lived experience and work together for better outcomes.

**Curious and innovative:** We embrace new ideas, challenge the status quo, and remain responsive and adaptable in a changing world.

**Empathetic and fair:** We approach our work with care, compassion and fairness, and a deep understanding of those we serve.

### **Our Strategic Priorities**

1. Promote lifelong lung health and prevent disease
2. Advance lung health equity
3. Support people to live well with lung disease
4. Drive life-changing research and innovation

### **OUR TEAM**

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body for lung health. We are proud to be an Employer of Choice, recognised for our commitment to staff wellbeing, inclusion and shared sense of purpose.

Following significant growth in brand, influence, funding, and reach, we have entered a bold new chapter with our 2026–2030 Corporate Plan. This plan builds on more than three decades of impact and outlines an ambitious agenda to embed lung health as a national priority, expand our reach, and improve outcomes for all Australians.

Our strong performance has been recognised nationally with awards including:

Non-Government Organisation of the Year – 2020 & 2024

The Voice Project's Best Place to Work – 2020, 2021, 2023, 2024 and 2025

We operate from offices in Brisbane, Sydney, and Melbourne with a national footprint supported by a growing network of staff and volunteers. We are committed to work-life balance, flexibility, and an inclusive workplace culture.

Before applying, we encourage you to learn more about our Mission and impact by reading our [Annual Impact Report](#).

## **SECTION 2**

### **PURPOSE OF THIS ROLE**

The Clinical Lead, Specialist Lung Cancer Nurses is a highly qualified thoracic oncology nurse responsible for providing clinical guidance, service delivery advice and role support to Lung Foundation Australia's Specialist Lung Cancer Nurses (SLCNs). Supported by the Chief Nurse, the role will manage contracts with program funding bodies (Federal and State Departments of Health), manage hospital and health service agreements; scope SLCN placement; support the recruitment, onboarding and orientation of SLCNs and promote the SLCN program.

This role will also support the professional development of LFA SLCNs, through oversight of the Australia and New Zealand Lung Cancer Nurses Forum (ANZ-LCNF), the peak group and community of practice for lung cancer nurses in Australia and New Zealand, and work closely with the Lung Cancer Support Nurse – Telehealth (ANZ-LCNF) and ANZ-LCNF Administration Co-ordinator to develop and delivery ANZ-LCNFs annual activity calendar.

## **SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)**

### **Qualifications**

This role is ideally suited to a Registered Nurse who has completed a Bachelor of Nursing and is currently registered with AHPRA. Post-graduate qualification in a relevant field (oncology or respiratory nursing), or working towards this, is essential.

### **Experience**

At least 5 years' experience in Oncology Nursing. Experience in Lung cancer nursing is essential. Previous experience in project management, service development and/or quality improvement and nursing leadership or mentorship is highly desirable.

### **Knowledge and Skills**

As the ideal candidate, your skills and attributes include:

- Advanced knowledge of lung cancer, the lung cancer optimal care pathway and the health needs of people impacted by lung cancer across the continuum of care, from pre-diagnosis, through diagnosis and treatment, to survivorship and end of life care.
- Project Management skills, including evidence of managing a project or quality improvement initiative to a successful outcome.
- Demonstrated ability to provide nursing leadership, mentorship and/or support of junior nurses.
- Excellent interpersonal, team building, negotiation, and communication skills, with the ability to build relationships across a diverse range of stakeholders, internally and externally.
- Highly developed written, verbal and presentation skills with evidence of the ability to motivate others through personal presentation style.
- Demonstrated ability to develop patient or health professional resources (printed or digital), such as factsheets, blogs, flyers, website material.
- Ability to design and deliver lung cancer in-service education to health professionals and promote LFA's services/programs.
- Human resource management skills, including staff recruitment, onboarding and orientation.
- Demonstrated skills in contract and budget management with evidence of meeting agreed targets.
- Demonstrated experience in data collection, analysis, and reporting to support program evaluation.
- Understanding of medical professional etiquette and research ethics including matters of privacy and confidentiality.

- Proven ability to work autonomously and cross-functionally across teams.
- Superior organisational and time management skills, including the ability to plans, execute and achieve several priorities work functions concurrently.
- Digital literacy with proficiency in Microsoft Office and confidence utilising client relationship management system such as Salesforce.
- Ability to travel interstate to other office locations as required.

As part of your induction process you will be required to undertake the following:

National Police Check

## KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

Key Areas of Responsibility	Performance Outcomes
<b>Program Management</b>	<ul style="list-style-type: none"> <li>• Support LFAs Chief Nurse to manage the National LFA Specialist Lung Cancer Nursing Program (F2F).</li> <li>• Oversee management of and Chair the Australia and New Zealand Lung Cancer Nurses Forum (ANZ-LCNF).</li> <li>• Ensure program funding contracts/agreements with the Commonwealth, Queensland and South Australian Departments of Health (DOH) are upheld and that deliverables and reporting requirements are met.</li> <li>• Provide SLCN Program (F2F) budget oversight (QLD, SA &amp; Federal Departments of Health).</li> <li>• Deliver timely progress reports to funders, including QLD, SA and Federal DOH.</li> <li>• Support SLCN program evaluation through oversight of LFA SLCN program database (Red Cap platform), including platform updates, nurse data collection and quality control, troubleshooting, data analysis and reporting.</li> <li>• Oversee development/updates of the LFA SLCN Model of Care, establishing expert advisory groups and working with external consultants.</li> <li>• Facilitate and chair bi-annual QLD and SA SLCN Program Steering Committees</li> <li>• Embed LFA SLCN Telehealth Service in SLCN Program (F2F), driving referrals to telehealth.</li> </ul>

	<ul style="list-style-type: none"> <li>• Actively promote/ market the SLCN program and SLCN achievements to external stakeholders, in collaboration with LFA Marketing and Communications team.</li> <li>• Support publication of SLCN program work.</li> </ul>
<b>Team Management &amp; Leadership</b>	<ul style="list-style-type: none"> <li>• Manage SLCN performance – as per HHS/LHD/LHN contractual agreements.</li> <li>• Provide mentorship to LFA SLCNs, including role and service establishment support</li> <li>• Support LFA SLCNs to map lung cancer referral pathways in their health service, to help identify unmet lung cancer patient needs and inform SLCN service delivery.</li> <li>• Support recruitment, onboarding and orientation of LFA SLCNs across throughout Australia.</li> <li>• Scope future placement / locations for LFA SLCNs</li> <li>• Review and update SLCN training guides/resource packs annually.</li> </ul>
<b>SLCN Community of Practice/ professional development.</b>	<ul style="list-style-type: none"> <li>• Complete learning needs analyses and training plans with all LFA SLCNs (F2F).</li> <li>• Facilitate and Chair monthly national and state based SLCN Community of Practice Meetings.</li> <li>• Support the development and delivery of ANZ-LCNF annual education activity calendar, including monthly webinars, newsletters and conference workshops.</li> <li>• Oversee implementation and management of LFAs new Lung Cancer Nurse Portal, including nurse licences and portal training.Promote ANZ-LCNF membership and support delivery of nursing workshops at industry conferences and other events e.g.) Australian Lung Cancer Conference.</li> <li>• Support LFA lung cancer resource development.</li> <li>• Conduct annual update of SLCN training guides/resource packs</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, employees, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Lung Foundation Australia's Quality and Risk Management System</li> </ul>
<b>Stakeholder engagement and management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain networks with key stakeholders, including but not limited to Specialist Lung Cancer Nurses (SLCNs), All Cancer Nurses (ACNs), Hospital and Health</li> </ul>

	Services (HHSs), Local Health Districts/Networks (LHDs/LHNs), Line Managers, respiratory and oncology nurses, allied health, respiratory specialists, oncologists, radiation oncologists, surgeons, allied health, primary care, consumers, program funders and partners e.g.) Department of Health (DOH), McGrath Foundation and Cancer Council.
<b>Awareness / Advocacy</b>	<ul style="list-style-type: none"> <li>• Support Policy, Advocacy and Prevention (PAP) team to advocate for SLCNs with federal, state and territory governments.</li> <li>• Raise awareness of LFA resources and services to health professionals and consumers, including telehealth services, printed and web-based resources.</li> <li>• Support health professionals, patients and/or carers in advocating on matters relating to lung cancer.</li> <li>• Work with health professionals, patients and volunteers to build community awareness – e.g., at Oncology Nurses conferences, community seminars.</li> </ul>
<b>Team contribution and effectiveness</b>	<ul style="list-style-type: none"> <li>• Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation Australia values – BE FAIR.</li> <li>• Work in a consultative manner with the senior leadership team and in collaboration with broader team to achieve goals.</li> <li>• Work synergistically within and across teams of Lung Foundation Australia.</li> <li>• Regular cross-organisation communication of program activity.</li> <li>• Participation in Lung Foundation Australia events and meetings as required.</li> <li>• Compliance with Lung Foundation Australia values, policies, procedures and statutory obligations.</li> </ul>
<b>Workplace Health &amp; Safety (WHS)</b>	<ul style="list-style-type: none"> <li>• Compliance with legislative and Lung Foundation Australia WHS Policy.</li> <li>• Ensure a safe working environment for self and others, including when working from home.</li> </ul>

### SECTION 3

#### REPORTING RELATIONSHIPS

This position reports to the Chief Nurse.

## **EXTERNAL RELATIONSHIPS**

The Clinical Lead, Specialist Lung Cancer Nurses shall maintain external relationships with health services, health professionals & organisations, including but not limited to lung cancer nurses, line managers, respiratory specialists, oncologists, radiation oncologists, surgeons, allied health, primary care, consumers, program sponsors and partners e.g.) McGrath Foundation and Cancer Council

## **SECTION 4**

### **PERFORMANCE APPRAISALS**

Performance review and career development discussions will take place six monthly with the Senior Program Manager Specialist Lung Cancer Nurses.

## **SECTION 5**

### **ACCEPTANCE OF POSITION DESCRIPTION**

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

\_\_\_\_\_  
(Employee name)

\_\_\_\_\_  
Date