

Position Description

Position Title	Project Support Officer
Location	Brisbane
Team	Lung Cancer Screening Team (Policy, Advocacy and Prevention Department)
Employment Status	Fixed term contract till 31 st March 2027
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services)
Level	3
Reports to	Program Manager, Lung Cancer Screening and General Manager, Policy, Advocacy and Prevention
Direct Reports	Nil
Version	September 2025

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.

Over the next five years, we will:

- Expand into new offices and priority regions
- Double our workforce to meet demand
- Launch new programs, research initiatives, and advocacy campaigns that deliver measurable impact

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 Project Support Officer will contribute to meaningful work across two key functions within the Policy, Advocacy and Prevention department.

This role will be positioned within the Lung Cancer Screening Team and will primarily support key grant deliverables associated with five priority population populations, including but not limited to:

- people living in rural and remote areas,
- people living with disabilities,
- people living with mental illness,
- people from culturally and linguistically diverse communities, and
- people in the LGBTIQ+ community.

As part of this small Lung Cancer Screening Team, you will contribute to key strategic elements of a critical program of work, focused on partnering with consumers and peak bodies to drive participation in the National Lung Cancer Screening Program, as funded by the Department of Health, Disability and Ageing. Under the guidance of the Program Manager, you will proactively utilise administrative skills and public health knowledge and experience to provide project support that contribute to successful grant deliverables.

You will also provide critical support for advocacy related projects and activities within the Advocacy function of the Department. As the leading peak body for lung health in Australia, our advocacy efforts nationally and at a state and territory level are highly impactful. Your support as part of the advocacy stream will contribute to meaningful system change.

The key functions of the role include:

- Providing project support as part of the Lung Cancer Screening team.
- Coordinating timely and accurate reporting and document development that supports the Lung Cancer Screening team's work.
- Establishing and strengthening stakeholder relationships, including facilitation of the Lung Cancer Screening Consumer Committee.
- Ad hoc administrative and project related tasks as directed.

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

Qualifications

You will bring tertiary qualifications in public health, health promotion, policy, social and community services, or a related field.

Experience

Previous experience in project coordination, executive support or administrative roles, or experience working in project roles in the health and/or community sector, would be highly regarded.

Knowledge and Skills

As the ideal candidate, your skills and attributes include:

- Highly self-motivated and proactive, efficient in the implementation of administrative and project activities.
- Strong interpersonal and verbal communication skills and an ability to build and maintain positive working relationships with colleagues and external stakeholders at all levels in various geographical locations.
- Well-developed understanding of, or previous experience in the development, implementation and evaluation of projects in public health, community, or policy setting.
- Knowledge of, or the ability to rapidly acquire a solid understanding and respect for diversity and challenges faced by priority populations, with an ability to conduct project activities and engagement by applying your knowledge of inclusive public health practices.
- Demonstrated ability to rapidly acquire new knowledge and skills, with a strong commitment to continuous learning and professional growth.
- Strong attention to detail and excellent organisation skills to effectively prioritise and manage multiple tasks simultaneously.
- Ability to provide reliable administrative support working with diverse team members.
- Ability to confidently troubleshoot, problem solve and initiate process improvements.
- Demonstrated proficiency in Microsoft Office 365 suite including use of programs (Word, Excel, PowerPoint), apps (Planner, Teams), Email (Outlook preferable), Internet software packages and Zoom.
- Knowledge of Salesforce advantageous.

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
Lung Cancer Screening Project Support	• Work collaboratively with the Lung Cancer Screening team and other Lung Foundation Australia departments to achieve program deliverables. Including collaboration with Marketing and Communications to develop and promote program resources.

- Coordinate monthly grant reporting in a clear, accurate and timely manner key grants. This will include extracting dashboard metrics from Salesforce into agreed reporting templates.
- Facilitate the effective workings of an established Lung Cancer Screening Consumer Committee, including maintaining regular communications, providing written and verbal updates, coordinating virtual meetings, arranging consumer payments, recruiting and onboarding new members.
- With support from the Program Manager, and in collaboration with other internal and external stakeholders, develop surveys and other consultation mechanisms, including, promotion, analysis and reporting.
- Develop and administer project plans including developing schedules and estimating activities, resources and activity durations, with support from Program Manager
- Maintain strong oversight of resources, including identifying low and high stock, coordinating printing as needed, and collating and distributing merchandise and resource packs to community organisations as appropriate.
- Support the attendance of community events and arrange travel and accommodation for lung cancer screening activities. From time to time this may involve interstate and intrastate travel where you will engage with the community and relevant stakeholders with the support of the Program Manager.
- Coordinate meetings both internally and externally, including scheduling and preparation of meeting agendas and minutes.
- Monitor and collate new evidence and publications relevant to lung cancer and lung cancer screening.
- Support timeline management as directed by Program Manager to assist in tracking deliverables against activity work plan for key grant activities.
- Maintain high quality and clearly documented records of activities.
- Timely communication regarding any issues of concern to Program Manager and implementation of risk mitigation strategies.

	• Provide administrative support to the Program Manager to ensure the smooth operation and delivery of Program activity. • Additional tasks and activities as requested by the Program Manager.
Advocacy projects and support	• Support the effective administration and functioning of the Political Advocates Program as per established project plans. You will work closely with the Advocacy Lead and General Manager to ensure the ongoing success and utilisation of this strategically important advocacy program, including supporting monitoring, evaluation and process improvements. • Provide project support associated with advocacy campaigns and events at both a national and state level. • Support reporting needs for key advocacy activities. • Collaborate with colleagues across the department to coordinate summaries and support effective communication, and delivery, of key activities and events. • With support from the General Manager, develop and administer project plans including developing schedules and estimating activities, resources and activity durations. • Additional projects and activities as required by the General Manager.
Continuous quality monitoring and improvement	• Development, implementation and quality assurance of administrative systems. • Timely communication regarding progress and any issues of concern to the supervisor and implementation of risk mitigation strategies as per project plans. • Evidence of, and commitment to continuous quality improvement and ability to identify opportunities for enhancing effectiveness.
Team contribution and effectiveness	• Demonstrate behaviours that reflect LFA values and positively contribute to team culture. • Collaborate with the senior leadership team and broader organisation to achieve shared goals. • Share program activity updates across LFA. • Participate in LFA events and meetings as required. • Comply with Lung Foundation Australia values, policies, procedures and statutory obligations.
Workplace Health & Safety (WHS)	• Comply with legislative and Lung Foundation Australia WHS Policy.

	• Ensure a safe working environment for self and others, including when working from home.
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SECTION 3

REPORTING RELATIONSHIPS

This role will report to the Program Manager, Lung Cancer Screening (primary manager) and General Manager, Policy, Advocacy and Prevention.

EXTERNAL RELATIONSHIPS

The Project Support Officer works with a variety of internal and external stakeholders to support delivery of projects and activities.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the Program Manager, Lung Cancer Screening and General Manager, Policy, Advocacy and Prevention.

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