

## Genetics Counsellor

### Position Description

- *Work as part of a committed and passionate team*
- *Join a dynamic and growing not-for-profit organisation*

### POSITION PURPOSE

The Genetics Counsellor will coordinate and support the delivery of the Ovarian Cancer Australia Genetics Program. The innovative project is aimed at providing a strategic framework for Ovarian Cancer Australia to address the issues for people with ovarian cancer in regards to genetic testing,

<b>Location:</b>	Queen Victoria Women's Centre, Lonsdale Street, Melbourne
<b>Position Reports to:</b>	Chief, Support Programs
<b>Direct Reports:</b>	Nil
<b>Position Type:</b>	Part-time - 2 days per week
<b>Fixed Term Contract:</b>	Until 31 October 2022

### ORGANISATION

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Ovarian Cancer Australia (OCA) is the leading national body for ovarian cancer in Australia. Founded in 2001 by a group of people personally affected by ovarian cancer, our vision *is to save lives and ensure that no person with ovarian cancer walks alone.*

We work to ensure that:

- People with ovarian cancer have a strong voice
- All people with ovarian cancer have access to best practice diagnosis, treatment, information and support
- A vibrant and growing national ovarian cancer research effort in Australia informs practice and translates into improved quality of life and survival.

Ovarian Cancer Australia's values are: We listen; We are inclusive; We are courageous; We act with integrity.

### BACKGROUND

Each year in Australia, approximately 1,510 women are diagnosed with ovarian cancer, and more than 1,000 die from the disease. Ovarian cancer has an extremely poor prognosis and has the lowest survival rate of any women's cancer. In Australia, the overall five-year survival rate for women diagnosed with ovarian cancer is 48%. Women have poor quality of life and outcomes and Ovarian cancer has a range of programs supporting them and their loved ones. The main programs are via the helpline, through the Teal Support Program, support groups and information resources.

The Genetics Counsellor role is a newly created position to work on the Ovarian Cancer Australia Genetics Program. This new and innovative ground-breaking project aims to ensure that all people with ovarian cancer have access to timely evidence based genetics testing and to increase the rates of testing for people with ovarian cancer. The program will be supported by a genetic testing advisory group made up of gynae-oncology health professionals and consumers.

## KEY RESPONSIBILITIES

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### Develop the OCA genetics program:

- Convene a genetic testing program advisory group of gynae-oncology health professionals and consumers to provide input into the direction of the genetics program
- Research international guidelines for genetic testing in ovarian cancer and identify pathways to increase genetic testing of women with ovarian cancer and make recommendations to peak bodies
- Collaborate with the Cancer Prevention Project Team to build a suite of resources for the OCA website on genetic testing to ensure that women with ovarian cancer and their families and friends have access to evidence-based information

### Stakeholder and community engagement:

- Develop, engage and maintain contact and relationships with familial cancer centres, gynaecological oncology service providers, State and Federal Departments of Health, Cancer Councils and other medical, research and oncology stakeholders.
- Build and support mechanisms to engage with consumers to further inform and develop OCA genetics program (e.g. through individual consultations, consumer advisory mechanisms, surveys, etc.)
- Provide representation of OCA to external organisations and funders and maximise networking opportunities. Develop effective relationships with key contacts in these organisations and relevant stakeholders.

### Reporting, evaluation and accountability:

- Maintain CRM database to record all related activities, in accordance with privacy guidelines.
- Contribute to evaluation data collection as relevant to areas of responsibility and collate information into routine and ad hoc reports for Managers, Board, and funding bodies.

### General:

- Work in collaboration with the organisation's marketing and communications, awareness, fundraising and support teams to support projects, campaigns and other OCA activities.
- Contribute to the development of Ovarian Cancer Australia strategy and planning.
- Contribute to the culture of decision-making including initiation, cooperation, collaboration and shared accountability.
- Other duties as directed.

## EXPERIENCE, SKILLS AND QUALIFICATIONS

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- Relevant qualifications in genetics counselling.
- At least five years' experience working with in cancer genetics counselling.
- Experience in community engagement with consumers and professional stakeholders.
- Excellent communication and interpersonal skills with extensive experience in grant/proposal writing.

## KEY SELECTION REQUIREMENTS

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1. A registered or certified Genetic counsellor.
2. A minimum of five years' experience working in the field of genetics and cancer including a high level of knowledge and understanding of the genetics and cancer environment.
3. An understanding of the current genetic and psychosocial issues relating to cancer and adult genetics.
4. Excellent communication and interpersonal skills including:
  - a) experience writing reports and grant submissions
  - b) professional stakeholder engagement and liaison
5. Demonstrated evidence of leading and developing projects.
6. Experience in the use of technology with a high level of competence in the Microsoft Office, demonstrated experience or willingness to learn a CRM database.
7. The ability to demonstrate initiative, problem solve and to work with minimal supervision as well as part of a team, within a structured reporting system.
8. A commitment to the vision, mission and values of Ovarian Cancer Australia.

## APPLICATION INSTRUCTIONS

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### Applications must include:

1. A covering letter addressing the above key selection requirements.
2. A current curriculum vitae or resume.

Queries regarding the position can be emailed to [sue.hegarty@ovariancancer.net.au](mailto:sue.hegarty@ovariancancer.net.au)

### Please address applications to:

Sue Hegarty  
Chief, Support Programs

Email: [careers@ovariancancer.net.au](mailto:careers@ovariancancer.net.au)

### Closing date for applications is Monday 10th January 2022.

*Please note the OCA Offices are closed from 23<sup>rd</sup> December 2021 to 5<sup>th</sup> January 2022 but applications can still be submitted to the email address above.*

Don't delay - apply today!

We will be shortlisting and interviewing as we receive applications and may appoint the right candidate ahead of the closing date. Only shortlisted candidates will be contacted.