

Role Profile

System Transformation Officer

Role Purpose...

- As System Transformation Officer, you will provide administrative and programme support to the System Investment & System Interventions team. Your role will contribute to the development and celebration of system transformation projects and initiatives that improve outcomes for people with cancer and long-term conditions.

In this role, your accountabilities and responsibilities are...

Finance support

- Lead finance processes related to the portfolio and operational teams, including raising requisitions and purchase orders, supporting external partners with queries and coding/approving invoices as required.
- Ensure appropriate documentation is updated including payment plans, with seamless transition to the analyst function to update the forecast models.

Meeting support

- Managing complex itineraries to find suitable dates for meetings, workshops and external events as required.
- Being responsible for venue finding and room bookings working to an agreed budget and requirements list and acting as the lead contact for all pre-event and post-event administration.
- Supporting the development, review and collation of conference and speaker materials for key external events.
- Supporting with the development of agendas for recurring team and partner meetings where needed.
- Support with note taking and actions as directed by the team, including monitoring progress against actions ahead of review points.

Comms support

- Drafting and circulating communications to internal stakeholders, including maintenance of key SharePoint sites, publishing news items and circulating updates to distribution groups.
- Working with creative and branding teams plus Strategic Communications to support the System Teams to translate tools, resources and guidance into branded materials, acting as the key point of contact for designers and sites with oversight and support from respective teams.
- Lead on the refresh of external materials including case studies and other communications materials such as newsletters, celebrating the success and progress made at regular intervals across the year.
- Prepare impact reports, case studies, and other communications materials.

- Identify learning and key insight themes from external partners by supporting with collating case studies, patient stories and testimonials, in accordance with data governance internally and with partners.

Broader requirements

- Be familiar with and always adhere to all relevant Macmillan policies and procedures.
- Any other duties as reasonably required in line with skills, knowledge, and experience to contribute to Macmillan's wider success.

To do this role, you will have...

- Strong organisational and project coordination skills, with experience of venue finding and events experience welcome (but not essential).
- Ability to manage multiple tasks and deadlines effectively.
- Experience of working in a matrix environment (i.e. supporting two teams with different reporting structures) or commitment to adapt to this as a way of working.
- Strong writing, listening and inter-personal skills, with the ability to summarise and communicate information clearly and effectively.
- Excellent attention to detail and a commitment to quality control of your own work, producing accurate and reliable outputs in all formats.
- The ability to work both independently and collaboratively, with a proactive approach to feedback and continuous improvement.

In this role, you will work with different people and teams, they are...

- Colleagues within the System Teams – System Investments and System Interventions.
- Colleagues within the Partnerships Directorate and across the organisation.
- Colleagues across our strategic partners.
- Operational contacts across external partners we collaborate with including financial contacts, venue contacts and engagement teams.
- People with lived experience of cancer, health inequities, multiple long term conditions and their support networks.
- External stakeholders with an interest and/or role within health and care systems, including in senior and executive level roles and community organisations.

In this role, you will achieve...

- Strong operational relationships with partners, ensuring timely payment of service costs invoices.
- Successful coordination of written content to celebrate achievements, show progress and help tell the story of the impact we're making.

- Successful delivery of events across System Transformation teams, working in partnership to ensure smooth delivery.

Directorate: Partnerships	Division: Communities & System Partnerships	
Reporting To: System Investment Lead	Location: Hybrid worker	
Number of Direct Reports: 0	Salary Band: 6 <i><u>HR Use Only</u></i>	Date Reviewed: March 2026 <i><u>HR Use Only</u></i>
Role Profile: Please X Generic <input type="checkbox"/> Unique <input checked="" type="checkbox"/>	Version No: Vx <i><u>HR Use Only</u></i>	

Safeguarding

At Macmillan, we are committed to safeguarding the well-being of all service users, employees and volunteers who are involved in or affected by our work. All children and adults, regardless of age, disability, sex, racial heritage, religious belief, sexual orientation, or gender identity, have the right to equal protection from all types of harm or abuse and the right to be treated with respect.

All employees and volunteers have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.