Position Description
Contracts Manager

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Contracts Manager</th>
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<tbody>
<tr>
<td>Reports To:</td>
<td>Direct Director of Finance &amp; Corporate Services</td>
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<td></td>
<td>Indirect N/A</td>
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<td>Direct Reports:</td>
<td>N/A</td>
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<tr>
<td>Position Type:</td>
<td>Part time FTE 0.66 (25hrs/wk), Maximum Term</td>
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<tr>
<td>Location:</td>
<td>305 Grattan Street, Melbourne (working from home during the COVID-19 pandemic)</td>
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<td>Key Relationships:</td>
<td>Internal</td>
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<td></td>
<td>• Corporate Services Team (Finance and People &amp; Culture)</td>
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<td></td>
<td>• All VCCC Staff, particularly Program Management teams &amp; PMO</td>
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<td></td>
<td>• Finance, Audit &amp; Risk Committee</td>
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<td></td>
<td>• Internal Auditor</td>
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<td></td>
<td>• General Counsel at VCCC alliance members</td>
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<td></td>
<td>• Research Management Offices at VCCC alliance members</td>
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<tr>
<td></td>
<td>External</td>
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<td></td>
<td>• VCCC outsourced Counsel</td>
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<td>• External Auditor</td>
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POSITION CONTEXT

The Victorian Comprehensive Cancer Centre is seeking an experienced Contracts Manager to fill a new role designed to support the rollout of a new tranche of programs under a 3.5 year Strategic Program Plan, created in collaboration with VCCC alliance members and consumers and largely funded by the Victorian state government. The VCCC alliance is an incorporated joint venture structured through a company limited by guarantee, functioning in a tightly regulated industry segment with specific grant funding requirements relating to reporting and compliance.

This newly created role will support our team of program managers, and other staff and stakeholders as required, to facilitate the delivery of programs by providing relevant and timely support, advice and tracking of often complex contractual arrangements. The role is expected to be hands-on and collaborative in nature, working as a member of our small and effective Corporate Services team and supported by external legal counsel when required.

POSITION PURPOSE

The Contracts Manager works in partnership with Program Managers and other VCCC team members, in collaboration with key VCCC alliance stakeholders and other partners, to provide expert advice and pragmatic solutions that will effectively support the ongoing and efficient rollout of program objectives and operations.

The role is accountable for the provision of the full range of contract management by providing input to proposals and RFQs, procurement documents, drafting contract specifications in accordance with VCCC policies and procedures and legal advice if required, contract review, negotiation and finalisation of contracts through
to execution in line with project schedules. Engagement with program staff, legal counsel and contract management staff at VCCC member sites and within other partner organisations is an essential part of this collaborative role. The role will also be responsible for guiding and supporting VCCC staff in the procurement of goods and services under our policy and procedure framework.

A key complexity of this role will be to ensure that the funding obligations outlined in agreements with state government and other parties are captured appropriately and to the satisfaction of all parties involved in our collaborative program plans, supported by VCCC as the backbone organisation. This will include building in relevant processes and communication channels to ensure milestones are met and reported on, in line with contractual obligations, with issues flagged and managed appropriately.

VCCC takes a collaborative approach to all of our negotiations and program work given the nature our organisation and our objective of driving the power of integration toward collective impact. The VCCC undertakes a broad range of programs and understanding the context of this work, along with the operating environment at our members and stakeholders, is both interesting and challenging in equal measure. Building this understanding will be pivotal to the success of the incumbent and the value they will add.

As a small and dynamic NFP team, staff, managers and program managers are expected to be comfortable and willing to manage their own administration, with limited amount of centralised support.

ORGANISATIONAL CONTEXT

Vision

The vision for the Victorian Comprehensive Cancer Centre (VCCC) is to save lives through the integration of consumer-engaged cancer research, education and patient care.

Founded in the holistic principles of the internationally-recognised Comprehensive Cancer Centre model, the VCCC alliance brings together 10 of Victoria’s leading research, academic, and clinical institutions to achieve what can only be done through state-wide collaboration. Together we will improve outcomes in cancer in metropolitan, regional and rural Victoria, and forge new approaches to cancer research, education, and patient care for all.

Operating Environment

The VCCC’s multi-site, multi-disciplinary model brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), the University of Melbourne, Walter and Eliza Hall Institute of Medical Research, The Royal Women’s Hospital, The Royal Children’s Hospital, Western Health, St Vincent’s Hospital Melbourne (including St Vincent’s Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children’s Research Institute.

The VCCC has a 3.5-year agreement to June 2024 with the Department of Health and Human Services to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Plan.

Our Team

VCCC is made up of a tight-knit team of staff who form the backbone working to facilitate the power of collective impact across the VCCC alliance and beyond.

Collective impact underpins ‘how’ we work and how we enable not only the work of the alliance, but how we positively influence the culture of our shared working experience. Collective impact starts by defining a shared problem and working together with our members, consumers and partners to codesign a shared vision to solve it. We agree on how to regularly measure progress, to not only communicate headway but to also allow for continuous learning and improvement.

The VCCC team foster and coordinate the expertise of the alliance and other partners to encourage and enable collective effort to achieve more than any single entity can achieve on its own. At the VCCC, our team, along
with our distributed leaders, are our backbone. We are dedicated to facilitating the expertise of the alliance in the ambitious task of implementing sustainable systemic change to continuously improve equitable care and outcomes for cancer patients.

**Team Purpose**

Be known for enabling the best research-led cancer care for all

**Team Values**

*Better Together* we connect and support to empower sustainable change

*Integrity* we are respectful of the cancer community and accountable for our contribution

*Bold* we cultivate ideas and dare to innovate

*Patient-Centred* we place patients with cancer at the centre of all we do

*For All* we champion equity of cancer care for every Victorian

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**Main Responsibilities**

**Contract Management**

- Ensure correct use, implementation and completion of VCCC contract templates for new programs – prepare, review, record and edit all contracts in collaboration with program teams and stakeholders for VCCC programs
- Support contract owners to understand the requirements of the agreements and contracts and responsibilities of all parties
- Liaise with contract management staff at stakeholders to ensure compliance with obligations, in particular reporting deliverables and invoicing
- Support broader operations in relation to contract management such as service contracts and leasing
- Assess risk and triage contractual/legal issues to the correct escalation points in relation to contracts and program implementation, including effective liaison with VCCC outsourced legal counsel
- Review or and recommendations for third-party contracts, funding agreements, sponsorship agreements, MoUs and leases.
- Provide quality assurance on contract deliverables and reporting
- Identify opportunities to improve business processes: review and refresh relevant VCCC policies, procedures, contracts, templates and registers in collaboration with relevant members of the Corporate Services team
- Communicate and provide training and induction to new staff
- Become a trusted internal resource and build strong partnerships and successful cross-department relationships within the VCCC staff team and with staff at our members
- Maintain a register of agreements and obligations and support the tracking of key elements
- Work with the finance team to provide timely information on contract payments, cashflows and to support financial forecasting.

**Procurement**

- Support staff in implementing VCCC policies and procedures in relation to procurement of goods and services and assist with negotiations if required
- Support request for information and quotation processes from time to time
• Identify opportunities to improve procurement processes: review and refresh relevant VCCC policies, procedures, templates in collaboration with the Finance Manager and other relevant team members.

General
• Collaborate with the Consumer Inclusion Manager to contribute to the development of policy and practice to support consumer engagement as required
• Share information and work collaboratively and collegiately with all VCCC staff, stakeholders and committees
• Work in accordance with VCCC policies and procedures, following reasonable directions
• Participate in the VCCC Performance Planning and Development Review processes
• Assist with or take on other relevant duties to support the VCCC team as reasonably required.

Special Requirements
• VCCC and the hospital building we work within is a smoke-free environment. All employees are expected to respect this policy to the fullest degree and with a very mindful approach
• Maintain a valid Right to Work in Australia
• Satisfactory completion of National Police Check. In some cases, a Qualifications Check may be required and will be advised prior to appointment

Key Selection Criteria:

Experience
• In-house legal counsel and/or contract management and/or complex procurement experience in a stand-alone internal service delivery role
• Previous experience working with funding, grant and/or multi-stakeholder program agreements
• Experience gained in or working closely with a collaborative/facilitative organisation tasked with educational delivery and/or health and/or medical research or a funding body
• Significant contracts management experience and contract quality assurance

Expertise
• Demonstrate a solid understanding of legal terminology, contract law and various types of agreements
• Must possess excellent written and oral communication skills and the ability to train and coach others
• Capable of professionally managing confidential information, with sensitive negotiation skills
• Exemplify creative problem-solving abilities, with well-developed skills in identifying risks and opportunities in contracts
• Excellent attention to detail
• Skilled in the use of MSOffice, particularly Excel.

Qualifications
• Tertiary degree (or postgraduate qualification) in Laws, particularly Corporate Law, or Business or a relevant discipline, or significant professional experience in relevant areas

The Person
• Ability to build consensus and achieve stronger results together
• Shares ideas and welcomes alternatives from diverse stakeholders to drive solutions and overcome barriers
• Comfortable in taking the initiative and exercising judgement in resolving matters as they arise
• Innovative and adaptable in the face of changing organisational priorities and ambiguous environments
• Calm in dealing with time demands, incomplete information or unexpected events.

Equity and Inclusion:
The Victorian Comprehensive Cancer Centre (VCCC) is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation.

The VCCC makes decisions on employment, engagement, promotion and reward on the basis of merit. We are committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, contractors, appointees, secondees, volunteers and partners with a safe, respectful and rewarding environment. This commitment is set out in more detail in the VCCC Equal Opportunity Policy and Bullying Prevention Policy.

Term:
The tenure of this role is linked to VCCC Strategic Plan. Potential opportunities for appointment beyond Mid-2024 will be dependent on renewed funding and operational requirements.