

### Position Details

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<b>Position Title:</b>	<b>Budget and Contracts Specialist</b>
<b>Manager:</b>	Team Leader – Budget & Contracts
<b>Location:</b>	Victorian Comprehensive Cancer Centre (VCCC) Building, 305 Grattan Street, Parkville and working from home
<b>Key internal working relationships:</b>	<ul style="list-style-type: none"><li>• Operations Manager</li><li>• Budget and Contracts Team</li><li>• Ethics and Governance Team</li><li>• Finance Team</li><li>• Information Systems Team</li></ul>
<b>Key external working relationships:</b>	<ul style="list-style-type: none"><li>• Principal Investigators (PIs), Site Managers and Study Coordinators</li><li>• Hospital departments and external service providers such as pathology, pharmacy, radiology etc.</li><li>• Human Research Ethics Committee(s) and Research Governance Officers(s)</li><li>• Pharmaceutical Companies / Clinical Research Organisations (CROs)/Collaborative and Cooperative Groups</li></ul>

### Position Purpose

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This role is required to prepare and negotiate clinical trial budgets and contracts for assigned sites, to ensure cost coverage of testing and other requirements for each trial, within client-specified parameters.

### Key Responsibilities

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#### 1. Prepare Clinical Trial Budgets and Contracts: Start - Up

- Prepare itemised budgets that incorporate all the costs for a trial in accordance with the relevant Clinical Trial Protocol.
- Facilitate review and approval of budgets and contracts by sites, including the co-ordination of legal review where applicable.
- Review and negotiate site approved budgets and contracts with Sponsors, including resolution of any problems to the mutual satisfaction of all parties.

#### 2. Prepare Clinical Trial Budgets and Contracts: Post Approval

- Amend budgets and contracts due to protocol amendments or as requested by Site/Sponsor.
- Discuss and negotiate updated budgets and contract addendums with Sponsors.

#### 3. Project Coordination

- Ensure regular communication and escalations to expedite the planning, execution, issue resolution and management of site budgets and contracts.
- Continuously track status of budgets and contracts under assignment.
- Streamline review timelines for study budgets and contracts.
- Maintain, update and appropriately file all budget documentation.

## Knowledge, skills, and experience

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### Qualifications:

- Tertiary qualification in Health Sciences, Nursing, or related field.

### Experience:

- Minimum 12 months experience and/or equivalent competencies in a hospital or pharmaceutical industry/clinical research budget negotiation role.
- Ability to understand medical procedural terminology.
- Excellent attention to detail.
- Advanced written and verbal communication skills.
- Highly developed organisational and time management skills.
- Good negotiation and problem-solving skills.
- Good collaboration and interpersonal skills.
- An aptitude for learning new IT software, especially databases.

### Skills and Knowledge:

- Ability to positively negotiate and influence stakeholders.
- Ability to develop and maintain professional relationships with team members and external stakeholders.
- High level of attention to detail.
- Competent computer literacy skills, including intermediate skills in Microsoft Office applications such as Word, Excel, Outlook and Teams.
- Ability to communicate professionally, both orally and in written form.
- High level of organisational and time management skills.
- Ability to remain solutions focused when problem solving.
- Ability to identify process improvement opportunities.

## Our Values

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All CTA staff are expected to actively support and demonstrate our organisation values in all work activities and interactions.



Shared Purpose



Integrity



Collaboration



Adaptability



Compassion

## Acknowledgment

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Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_