

Position Details

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

Position Purpose

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

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

The minimum educational, technical, or professional qualifications required to competently perform this role include:

Qualifications:

- Tertiary qualification in Health, Life Sciences or other related qualifications.

Experience:

- At least 12 months' experience in a medical administration or clinical research environment
- Exposure to clinical trials budgeting is desirable but not essential
- 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
- Strong Microsoft Office skills (e.g., Word, Excel, Outlook)
- 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 the proficient use of 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

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

Employee Name: _____

Date: _____

Employee Signature: _____

Manager Name: _____

Date: _____

Manager Signature:
