

Position Description

Contracts & Compliance Manager



\Position Title:	Contracts & Compliance Manager		
Reports To:	Direct	Chief Operating & Financial Officer	
	Indirect	N/A	
Direct Reports:	N/A		
Position Type:	Part time FTE 0.8	Location:	Hybrid working model: on-site at 305 Grattan Street Melbourne for a minimum 2 days per week or as required.
Key Relationships:	Internal	<ul style="list-style-type: none"> Corporate Services Team (Finance, Communications, and People & Culture) All VCCC Alliance Staff, particularly program management teams Finance, Audit & Risk Committee Internal Auditor 	
	Member & Affiliate Member Stakeholders	<ul style="list-style-type: none"> General Counsel/legal representatives at VCCC alliance members Research Management Offices at VCCC alliance members 	
	External Stakeholders	<ul style="list-style-type: none"> VCCC Alliance outsourced Counsel External Auditor Other legal & contracting teams at stakeholders 	


POSITION CONTEXT

VCCC Alliance is a joint venture, currently with 10 member organisations, with funding from multiple sources including state government, and as such takes a collaborative approach to all contract negotiations and program work. Given the nature our organisation, we work as a central backbone to drive the power of integration toward collective impact. The VCCC Alliance undertakes a broad range of programs and understanding the context of this work, along with the operating, funding and contracting environment at our members and stakeholders, is both interesting and challenging in equal measure. Building this understating will be pivotal to the success of the incumbent Contracts & Compliance Manager and the value they will add.

POSITION PURPOSE

The Contracts & Compliance Manager has two key areas of responsibility: end-to-end contract management, in close liaison with internal and external stakeholders, and supporting the Chief Operating and Financial Officer in the monitoring, administration and reporting on organisational compliance and risk management processes.

The Contracts & Compliance Manager works in partnership with program/project managers and other VCCC Alliance team members, in collaboration with key VCCC Alliance stakeholders and other partners, to provide expert advice and pragmatic solutions throughout the contracting process to effectively support the ongoing and efficient rollout of program objectives and operations, looking to streamline procurement and contracting processes at every opportunity. While operational process improvement is a shared responsibility across the



entire organisation, the Contracts & Compliance Manager role is a driving force and will guide and mentor program teams to meet this goal.

The role is accountable for the provision of the full range of contract management by providing input to proposals and request for quote (RFQ) processes, procurement documents, drafting contract specifications in accordance with VCCC Alliance 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 Alliance member sites and within other partner organisations is an essential part of this collaborative role.

The Contracts & Compliance Manager will work with program staff and managers 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, with the Contracts & Compliance Manager role central to successful contract negotiations and management. This will include building in relevant processes and communication channels to ensure milestones are clear and reported on, in line with contractual obligations, with issues flagged and managed appropriately throughout the life of the agreement.

As a small and dynamic backbone team within a large alliance, VCCC Alliance team members in every type of position are expected to manage their own meetings and general administration and to support colleagues across portfolios through timely communication and a collaborative approach to teamwork.


Main Responsibilities

Contract Management

- Support and oversee contract development and negotiation processes to ensure VCCC Alliance best interests, calling on legal advice if required.
- Ensure correct use, implementation and completion of VCCC Alliance contract templates
 - prepare, review, record and edit contracts in collaboration with program teams and stakeholders for VCCC Alliance programs.
- Assist contract owners to understand the requirements of agreements and contracts and responsibilities of all parties.
- Liaise with contract management staff at stakeholders to ensure compliance with obligations, and quality assurance on contract deliverables and reporting.
- Assess risk and triage contractual/legal issues to agreed escalation points in relation to contracts and program implementation, including effective liaison with VCCC Alliance outsourced legal counsel.
- Review of, and recommendations for third-party contracts, funding agreements, sponsorship agreements, Memorandum of Understandings (MoUs) and Non-Disclosure Agreements (NDAs).
- Communicate and provide training and induction to new staff regarding contracting procedures.
- Maintain a register of active agreements and obligations and support the tracking of key elements.
- Assist program teams in close-out of contracts.
- Work with the finance team to provide timely information on contract payments, invoices and cashflow.

Compliance & Risk Management

- Oversee the administrative processes related to compliance with legal, regulatory, and internal policy requirements, including Conflict of Interest policy. This includes maintaining and updating records, checklists, and compliance registers to ensure all obligations are tracked and met for reporting purposes.

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- Assist program teams in preparation and submission of required reports to regulatory bodies, funding agencies, and internal stakeholders. Ensure that all reporting is completed accurately and within the required timeframes.
 - Assist in the administrative tracking of data security and governance protocols, ensuring that compliance-related documentation is properly maintained and accessible for review.
 - Maintain the organisation's risk register, ensuring that all identified risks are recorded, updated, and monitored for changes. Coordinate regular reviews with relevant stakeholders to ensure the register is up-to-date and risks addressed or escalated, as relevant.
 - Support and assist the Chief Operating & Financial Officer during internal compliance audits in the preparation and documentation for internal and external compliance audits. Ensure that all audit-related materials are organised, filed and accessible.
 - Maintain records of any compliance-related incidents and support the documentation of investigations, resolutions, and corrective actions.

Organisational Process Support & Improvement


- Ensure that compliance and risk management practices are fully integrated into relevant organisational processes and decision-making activities. This includes collaborating across all teams to embed compliance and risk considerations into their workflows.
- Review and refresh and communicate relevant VCCC Alliance policies and procedures and coordinate across teams to enhance business processes.
- Support processes associated with new funding opportunities, ensuring that compliance and risk factors are considered and addressed during the proposal and implementation stages, providing support to ensure the same.

Procurement

- Support staff in implementing VCCC Alliance policies and procedures in relation to the procurement of goods and services and assist with negotiations if required.
- Support requests for information, quotation, and tender processes from time to time, ensuring procurement thresholds and associated requirements are met.
- Review and refresh VCCC Alliance procurement policies, procedures, templates in consultation with the Chief Operating & Financial Officer and other relevant team members either periodically (per policy) or as needed to meet changes in legislative or governance requirements.

General Requirements

- Be mindful of the way you work with others and constantly strive to work within our Organisational Values:
 - **Better Together:** we ask who needs to be at the table and proactively collaborate;
 - **Respectful:** we have genuine conversations and hold ourselves and stakeholders accountable;
 - **Bold:** we are honest and constructively challenge to build on ideas with an open mind;
 - **Patient-Centred & For All:** we make inclusive decisions with a big picture, whole alliance & consumer-focused mindset.
- Share information thoughtfully, working cross-functionally and collegiately with colleagues, stakeholders and committees to ensure the most effective outcomes.
- Contribute to staff and team meetings, sharing updates, learnings, challenges, wins and opportunities.
- Collaborate with the Senior Manager Consumer Involvement to contribute to the development of policy and practice to support consumer engagement as required.

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- Work in accordance with VCCC Alliance internal systems, policies and procedures, following all reasonable directions.
 - Work in a safe and respectful manner in accordance with our Values and report inappropriate conduct as close to the time of the issue as possible.
 - Participate in the VCCC Alliance performance & development review processes proactively and constructively.
 - Assist with or take on other relevant duties to support colleagues and initiatives as reasonably required.

Special Requirements

- VCCC Alliance and the hospital building we work within is a smoke-free environment. All employees are expected to respect this requirement to the fullest degree and with a very mindful approach.
- Proof of COVID-19 triple vaccination is required, unless exempt (medical certificate required).
- 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 experience in a stand-alone internal service delivery role.
- Strong understanding of organisational compliance with experience in compliance monitoring, risk and document management.
- Previous experience working with funding, grant and/or multi-stakeholder program agreements.
- Experience working in an organisation reliant on grant and/or government funding for programs/projects.
- Experience working in a stakeholder-facing organisation, preferably within the education, health and/or medical research sector.

Skills & Expertise


- Demonstrate a solid understanding contract law, legal terminology and various types of multi-party agreements – conflict of interest and intellectual property knowledge an advantage.
- Excellent written and oral communication skills and the ability to train and coach others.
- Capable of professionally managing confidential information, with sensitive negotiation skills.
- Creative problem-solving abilities, with well-developed skills in identifying risks and opportunities in contract lifecycle management.
- Excellent attention to detail.
- Skilled in the use of MSOffice, particularly Excel, and hybrid meeting technology such as Zoom or MS teams. Skills using Asana or similar project management system an advantage.

Qualifications

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

The Person

- Makes inclusive decisions with a big picture mindset and builds on ideas with an open mind.

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- Is open, honest and constructive when giving or receiving feedback.
 - Builds strong and sustainable relationships to achieve agreed results, with awareness for who needs to be at the table.
 - Shares ideas and welcomes alternatives from diverse stakeholders and groups to drive solutions and overcome barriers.
 - Thinks laterally and pursues opportunities for innovation, embracing missteps as an opportunity to learn.
 - 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.

Organisational Context

Vision

To save lives through the integration of cancer research, education and patient care. Through innovation and collaboration, the VCCC Alliance will drive the next generation of improvements in prevention, detection, treatment and survivorship for all.

Operating Environment

The [VCCC Alliance](#) is a powerful partnership of leading research, academic and clinical institutions working together to accelerate and amplify leading-edge cancer research, knowledge and expertise to benefit the Victorian community, supported by the Victorian Government.

The VCCC Alliance is founded on principles of collective impact which starts by defining a shared problem and working together with members, consumers and partners to codesign a shared vision to solve it. Strategic leadership is drawn from alliance members and strategic partners and through innovative programs we work to solve problems; advance and share knowledge; educate and develop ways to accelerate the translation of research to practice.


Through innovation and collaboration, our alliance is leading integrated, research-driven, consumer-informed, cancer research, education and patient care.

Our Team

We are a tight-knit team of staff who form the backbone of the VCCC Alliance, working to facilitate the power of collective impact across the alliance and beyond. We are committed to working within the spirit of our organisational **Values: Patient-centred, For All, Bold, United, Respectful.**

Our VCCC Alliance team fosters and coordinates the expertise of the alliance, consumers and partners to encourage and enable collective effort to achieve more than any single entity or individual can achieve on their own.

At the VCCC Alliance, our team, along with multi-site, multi-disciplinary strategic leaders and consumers, are the backbone. We are dedicated to facilitating expertise across the cancer sector in the ambitious task of implementing sustainable systemic change to continuously improve equitable care and outcomes for cancer patients.



Equity and Inclusion:

The VCCC Alliance 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 Alliance 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, consumers, volunteers and partners with a safe, respectful and collegiate environment. This commitment is set out in more detail in the VCCC Alliance Equal Opportunity Policy and Bullying Prevention Policy and our Professional Conduct Policy.

Consumer Engagement:

The VCCC Alliance has a strong commitment to integrating the expertise of a lived experience across all activities of the organisation. Cancer consumers are involved in planning our strategy, governance, program design and implementation and are supported by all staff to ensure *patient-centred* is our core value. We are dedicated to demonstrating quality consumer engagement practices that foster an environment of learning, respectful and productive working relationships.

Term: Ongoing