

POSITION DESCRIPTION

Cancer Council Australia is the leading national non-government cancer control organisation. We develop and promote independent, evidence-based policy and information on cancer prevention, detection, treatment and care. We support our members, the eight state and territory Cancer Councils, to: undertake and fund cancer research; prevent and control cancer; and provide information and support for people affected by cancer.

JOB TITLE:	Sourcing and Contracts Manager, National Cancer Navigation Service Project	DIVISION:	Office of the CEO
LOCATION:	Flexible	STATUS:	Fixed term contract until 30 June 2027
REPORTS TO:	Head of National Programs	HOURS:	35
AWARD:	Award Free	AWARD: ☐ YES	AWARD: ☒ NO
POSITION NO:	CCA-EXE-11-2025	LAST UPDATED:	22/10/2025

Organisational context

As Australia's leading cancer charity, Cancer Council unites the community, provides support, invests in research and saves lives. We are proud to work across all stages of the cancer journey from prevention to end of life.

Cancer Council Australia's key strategic priority areas are research, prevention, support, policy, advocacy and sustainability.

The Cancer Navigation Service ("the Service") is a key component of the Australian Government's Australian Cancer Nursing and Navigation Program (ACNNP). This national initiative is enhancing and expanding Cancer Council's existing information and support services to provide more timely, equitable, and culturally safe access to information, navigation, and support for anyone impacted by cancer. The project aims to integrate, strengthen, and digitalise navigation pathways, offering new ways for people to connect with support that best meets their needs now and into the future.

The Sourcing & Contracts Manager will play a central role in managing procurement activities for the project. This includes leading procurement planning, RFP processes, contract negotiations, and supplier performance monitoring — ensuring all procurement activities align with Department of Health, Disability and Ageing and Cancer Council Australia procurement policies, to deliver value for money, compliance, and risk management outcomes.

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Role description

The Sourcing & Contracts Manager will play a critical role in the successful delivery of the Service by ensuring all commercial and procurement activities are conducted effectively, transparently, and in accordance with relevant Department of Health, Disability and Ageing and Cancer Council Australia policies. This role will be responsible for planning and executing sourcing strategies that deliver value for money, mitigate risk, and establish high-performing partnerships with vendors and service providers.

The successful candidate will lead centralised end-to-end procurement processes — from needs identification through to contract execution and management — and will work closely with program leadership, key stakeholders from across the CC Federation, legal and internal stakeholders to ensure procurement aligns with the broader objectives of the program, tender processes are efficient and compliant, record-keeping is transparent and audit-ready and

The role sits within the CCA PMO and will work closely key internal and external stakeholders such as the Program Director, Program Delivery Manager and state-based Cancer Council delivery teams.

Primary Accountabilities

- Lead the end-to-end procurement process to support Program Project delivery.
- Collaborate with key internal stakeholders to prepare and manage Request for Tender (RFT), RFP, RFQ, and Expression of Interest (EOI) documentation.
- Develop procurement plans, evaluation plans, and contract management plans in alignment with relevant policies.
- Work with key internal stakeholders such as the CCA PMO and legal teams as well as Project delivery teams across the Federation to draft, review and negotiate contracts, including Statements of Work (SoW) and Service Level Agreements (SLAs).
- Coordinate and facilitate evaluation panels, probity oversight, and vendor due diligence.
- Ensure compliance with relevant procurement frameworks for both Department of Health, Disability and Ageing and Cancer Council Australia
- Partner with the Financial Performance and Assurance Lead to monitor supplier performance and ensure that contracts deliver on KPIs, quality, and risk mitigation.
- Maintain accurate documentation and records to support audit, reporting, and accountability obligations.
- Support contract renewals, extensions, and variations in line with governance processes

Key Relationships

Position reports to Head of National Programs

Position works closely with:

- Project Management Office

Selection Criteria

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Essential:

- Demonstrated experience (7+ years) in procurement, contract management, or commercial advisory roles—preferably within the public sector, healthcare, or other highly regulated environments
- Proven ability to:
 - Develop and manage end-to-end tender processes
 - Conduct supplier evaluations and negotiate commercial contracts
 - Maintain sound procurement records
- Sound knowledge and experience with Commonwealth procurement processes and frameworks (e.g. Department of Health, Disability and Ageing)
- Experience with ICT, digital health, or complex health service procurement and ability to liaise with health professional or technical stakeholders.
- Strong commercial and financial literacy, including understanding contract terms, Microsoft Excel skills
- Excellent communication and stakeholder engagement skills, with the ability to:
 - Write persuasive, compliant documentation
 - Present complex information clearly and concisely
 - Build effective relationships across multidisciplinary teams
- High-level analytical and problem-solving skills, with strong attention to detail and the ability to work both independently and as part of a team.
- Strong organisational skills, with ability to prioritise in a dynamic environment
- Demonstrated understanding of probity, value for money, and risk management principles in public procurement.

Desirable:

- Previous experience within the health or cancer sector
- Tertiary qualifications in Business, Commerce, Supply Chain, Health Administration, or similar (or equivalent experience).

Values & culture fit

- Commitment to integrity, transparency, and inclusive engagement.
- Passion for achieving equitable access to cancer support and navigation.
- Collaborative and adaptable work style.

APPROVED BY:	David Swan	Date: 08/10/2025
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