

Cancer Trials Australia

Position Description



Position Details

Position Title:	Independent Board Member, also Member of the Finance and Audit Sub-Committee (FASC)
Location:	Board meetings held in-person in Melbourne on a quarterly basis. FASC meetings undertaken virtually on a quarterly basis
Key internal working relationships:	<ul style="list-style-type: none">• Board Chairperson• Fellow Board Members• CEO and Management Team
Key external working relationships:	<ul style="list-style-type: none">• External Auditor

Position Purpose

The purpose of this role is to provide independent advice and governance oversight of Cancer Trials Australia.

Established in 2003, Cancer Trials Australia (CTA) is a not-for-profit Member-based organisation consisting of 32 clinical sites and 3 medical research institutes across Australia and New Zealand. We have expanded significantly over recent years, and this growth continues in 2024. We support the administration and management of clinical trials across both metropolitan and regional hospitals. We work in close partnership with clinical research sites, trial sponsors and contract research organisations to ensure Australian patients can gain access to appropriate clinical trials as quickly as possible. CTA is committed to developing internal talent, and places great emphasis on nurturing a culture of compassion and purpose in the workplace. We are proud of our strong staff retention across all business functions.

Employing almost 60 staff, predominantly working from our Melbourne office. We support the initiation and management of clinical trials conducted within our Member hospitals across the country, including financial management. As such we are responsible for collecting and distributing close to \$60M per annum to our Member hospitals.

Our Board consists of a mix of Member appointed directors (5) and independent directors appointed by the Board (up to 3).

We seek a collaborative communicator, driven by developing strong and professional working relationships. You will be approachable, with the ability to maintain a high level of attention to detail, accuracy, and confidentiality.

Remuneration

This is an unremunerated position; however, pre-approved expenses will be reimbursed.

Term

3 years in the first instance, with potential for a second term.

Key Selection Criteria

Governance – understands the role of Directors and the Board, including the relationship with management and accountability mechanisms. Formal governance qualification (eg. AICD Directors course or equivalent).

Financial Literacy – able to interpret financial reports, to monitor the financial health of an organisation, including budgets, forecasts and audited financial statements.

Risk Management – experience in identifying and mitigating organisational level risks.

Information Systems and Cyber Literacy – the ability to understand information management and cybersecurity frameworks.

Specialist Skills – CTA is currently seeking an independent Director who can bring direct legal experience.

Experience:

- Previous Board experience is essential.
- Previous experience working in a medical or contract research organisation, biotech or pharmaceutical company would be very highly regarded.

Skills and Knowledge:

- Collaborative and respectful communicator.
- Ability to develop and maintain professional relationships with Board members, management, and external stakeholders.
- High level of attention to detail.
- Ability to ensure the highest level of confidentiality.

Our Values

To actively support and demonstrate our organisation values in all work activities and interactions.



Shared Purpose



Integrity



Collaboration



Adaptability



Compassion