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## Position Description

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<b>Position Title:</b>	Paralegal
<b>Salary Range:</b>	MCRI Professional & Administrative Salaries - Level 4-6
<b>Reporting Manager:</b>	Head of Legal
<b>Direct Reports:</b>	None
<b>Home Group:</b>	MCRI Legal

### Who are we?

The Murdoch Children's Research Institute (MCRI) is home to significant scientific discoveries. We believe there is an answer, a cure or a better treatment for every childhood condition – and we're determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in corporate and scientific services from all corners of the world with one shared goal – to transform child health worldwide.

Our strength lies in our partnership and co-location with The Royal Children's Hospital and the University of Melbourne – the Melbourne Children's Campus. This rare model amplifies opportunities to quickly translate research into clinical care.

At MCRI, you'll also find our subsidiary organisation, the Victorian Clinical Genetics Services (VCGS), a specialist childhood, prenatal and adult genetics service. VCGS provides an integrated genetic consultation, counselling, testing and diagnostic support service to children, adults, families and prospective parents.

Together, we share a powerful vision: re-imagine the future of child health.

### What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration and dignity. We are also committed to developing our people and fostering an environment where learning and development is central to our staff reaching their full potential.

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### About Growth & Innovation

Our mission is to improve the efficiency and effectiveness of our researchers by focusing our efforts in three important areas: providing more time for research; improving research resources and services; and delivering an excellent research environment. More research time and better resources allows our researchers to be best placed to continue to make discoveries to improve the health and wellbeing of children.

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### Position Overview

The Paralegal will work as part of the Legal Team, providing a range of paralegal services including the preparation, review and execution of documents, retrieval of information and undertaking research.

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In this role you will take the lead in reviewing and processing confidentiality agreements, material transfer agreements and standard agreements that have previously been reviewed and approved by the legal team.

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### **Key Responsibilities**

- Coordinating and leading the preparation, review and approval of standard agreements that have been reviewed and approved by the Head of Legal.
  - Coordinating and leading the initial review, negotiation and approval of confidentiality agreements and material transfer agreements.
  - Referring proposed amendments for these agreements to the lawyers as appropriate.
  - Providing advice and guidance to internal clients with a focus on practical solutions.
  - Performing legal research tasks.
  - Other duties as directed from time to time.
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### **Selection Criteria**

#### **Education/Qualifications**

The Paralegal will have:

- A bachelor's degree in law with relevant experience; or
- Extensive paralegal experience; or
- An equivalent combination of relevant experience and education/training.
- Relevant experience in the healthcare industry, universities or other research organisations will be highly regarded.

#### **Key Skills:**

- Experience in providing paralegal services in a corporate legal office.
  - Demonstrated ability to build and sustain strong working relationships with internal and external stakeholders.
  - Excellent analytical, research and problem-solving skills.
  - Highly developed planning and organisational skills with experience in managing and prioritising a significant file load.
  - Excellent attention to detail.
  - Strong communication skills, both written and oral.
  - Confidence to work autonomously and to seek input from others as needed.
  - Exercise initiative and offer suggestions for improving processes.
  - A commitment to maintain confidentiality.
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### **Conditions of Employment**

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards.
  - The right to reside and work in Australia and you meeting any applicable visa conditions.
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### **Health, Safety & Wellbeing**

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners, and the community.
  - Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role.
  - We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy.
  - Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely.
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*As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.*