



Position Description

Position Title:	Program Coordinator (Transgender Health Research Group)
Salary Range:	MCRI Professional & Administrative Salaries Level 7-8
Reporting Manager:	Team Leader
Direct Reports:	Research Assistants, students, volunteers
Home Group:	Brain and Mind

Children and adolescents are at the heart of everything we do.

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 are 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 will 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.

Why transgender health?

Referrals of young transgender individuals to specialist gender services have risen dramatically across the western world in recent years. Consistent with this, recent population-based estimates suggest that the prevalence of young people identifying as transgender is around 1-2%, which is much higher than previously thought.

Providing optimal clinical care for transgender young people is critical. A recent community-based survey of 859 Australian trans youth found a significant proportion had been diagnosed with depression (75 percent) and anxiety (72 percent), with 80 percent of respondents reported having self-harmed and 48 per cent have attempted suicide. Many of these young people lacked access to gender-affirming healthcare, and there is increasing evidence that providing supportive clinical care to transgender youth significantly improves mental health and wellbeing.

The Royal Children's Hospital Gender Service (RCHGS) provides care to transgender children and adolescents and is one of the largest multidisciplinary clinics of its kind in the world. The Transgender Health Research Group at MCRI works in close conjunction with the RCHGS, and has made pivotal contributions across a range of areas in transgender health. For example, our team wrote the first-ever clinical guidelines specific for transgender children and adolescents and has made seminal contributions related to the reproductive health of trans women. However there is an ongoing need for more robust empirical data to inform clinical practice in this nascent field.

From 2024, our team is also leading a national research consortium in this area. Funded by a 4-year, \$5M Medical Research Future Fund grant, the Australian Research Consortium for Trans Youth and Children (ARCTYC) was formed in order to address critical questions related to the clinical care of transgender young people. Having brought together >60 researchers, clinicians and lived experience advisors from across Australia, ARCTYC is conducting interdisciplinary research that develops, implements and evaluates the effectiveness and acceptability of different models of physical and mental health care for transgender children and youth.

Taken together, our research program at MCRI is taking a leading role to produce high-quality evidence related to child and adolescent transgender health. In doing so, our vision is to improve the healthcare, wellbeing and overall outcomes of transgender children and adolescents and their families through research.

Position Overview

The position will have responsibility for two key elements of work.

- 1) To coordinate ARCTYC's program of work under the direction of Chief Investigator, Associate Professor Ken Pang
- 2) To coordinate the communications, research ethics, and research translation activities of the Transgender Health Research Group at MCRI

Key Accountabilities

- Manage and oversee all aspects of planning, development and establishment for a range of research projects across ARCTYC, to ensure these projects are planned, resourced and implemented to quality standards and within agreed scope and budget
- Liaise and work cohesively and collaboratively with all internal and external ARCTYC stakeholders
- Ensure appropriate mechanisms are in place for all ARCTYC projects, including ethics requirements, research and data governance, risk management, reporting, and compliance with funding and contractual obligations
- Convene, facilitate and lead ARCTYC meetings across its various streams of work to achieve project outcomes
- Manage competing priorities/deadlines to deliver ARCTYC projects in a timely manner
- Negotiate and manage ARCTYC stakeholder expectations in relation to project delivery
- Develop the structure and content for ARCTYC reports submissions independently from draft to final stage
- Recruit, supervise and mentor research/project assistants, students and volunteers
- Present at internal and external forums and conferences
- Develop communication pieces for dissemination (including digital media platforms) and liaise with relevant institutional communication teams
- Coordinate research ethics submissions and revisions
- Contribute and manage opportunities for research translation
- Identify and support funding opportunities and help prepare grant applications
- Engage in the campus culture including professional development activities and attending internal/external campus conferences and seminars
- Be aware of and adhere to MCRI policy on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes
- Contribute to the strategic planning at the research group level in line with the Institute's strategic plan

Selection Criteria

This position would suit somebody with clinical research experience, project management experience, and excellent people skills, organisation skills, including a demonstrated capacity to effectively communicate with a diverse range of people, coordinate diverse projects and respond to a dynamic workflow.

Essential

- Masters/PhD qualification in relevant field (e.g. Public Health, Mental Health)
- Extensive experience in project management - including project planning, monitoring and evaluation - and bringing a project to fruition within budget and within the agreed time frame

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- Proven experience in navigating and negotiating with multiple organisations and professional groups within a project management framework
 - Demonstrated experience and ability to lead and mentor employees in order to deliver project outcomes
 - Outstanding interpersonal and communication skills with experience communicating to a wide range of stakeholders
 - Expertise in stakeholder engagement, including clinicians, academics and lived experience advisors
 - Demonstrated facilitation skills
 - Highly motivated
 - Demonstrated independent judgement, initiative and influencing skills
 - High level of professionalism, integrity and sensitivity
 - Excellent time management, organisational and analytical problem-solving skills
 - Demonstrated ability to work independently and achieve team objectives within set timeframes
 - Experience working in a research environment
 - Previous experience drafting project reports
 - Experience in social media and tailoring health information to a wide variety of audiences and users e.g., children, adolescents and young adults, parents, clinicians, academics, NGOs, health professionals
 - Advanced working knowledge of Microsoft Office suite
 - Excellent written skills, both for academic and lay audiences

Desirable

- Experience in transgender health
- Lived experience of gender diversity

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

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

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.