



## Position Description

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<b>Position Title:</b>	Administration Assistant
<b>Salary Range:</b>	MCRI Professional & Administrative Salaries - Level 2 Step 1 to Level 3 Step 4
<b>Reporting Manager:</b>	Ken Pang
<b>Home Group:</b>	Brain and Mind
<b>Direct Reports:</b>	None

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Children 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.

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### Position Overview

The Transgender Health research program at MCRI aims to produce high-quality research evidence related to child and adolescent transgender health, and by doing so, ultimately aims to improve the healthcare, wellbeing and overall outcomes of trans children and adolescents, and their families. We are seeking to recruit an Administration Assistant to join the Transgender Health research program.

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This Administration Assistant role is designed to assist and optimise the Transgender Health research group within Brain and Mind at MCRI by providing general administrative support, communication support, event/meeting organisation, expense management and support for specific projects.

The role is suited to an individual with excellent communication skills, accuracy, ability to manage competing demands, meet and negotiate timelines and work under pressure. The role will also benefit from an ability to influence others, build trust, remain flexible, be proactive, resourceful and efficient. A high-level of professionalism and confidentiality is a must. A very high level of written and verbal communication skills, decision making ability and attention to detail are of high importance.

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### **Key Accountabilities**

- Contribute to projects, programs and services by being an active and dependable member of the team
  - Provide general office and administrative support, such as managing calendars, scheduling meetings, and handling correspondence
  - Serve as a point of contact for internal and external inquiries, directing them to the appropriate staff members
  - Assist in the preparation and formatting of documents, reports, presentations, and other materials as needed
  - Assist in organizing group events, including meetings and team-building activities, and take minutes as required
  - Contribute to staff and student orientation (including organising access to relevant systems and programs)
  - Assist with reimbursement processes for staff and students
  - Comply with procedures associated with preparing and completing data entry and filing requirements
  - Perform other administrative tasks and projects as required
  - Be aware of organisational policies, procedures, guidelines and risk management processes and the housekeeping processes within your team and administrative function
  - Demonstrate professional discretion and an ability to maintain high levels of confidentiality
  - Participate in internal MCRI events and initiatives where appropriate
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### **Selection Criteria**

#### **Essential**

- Relevant experience in a similar role
- Well-developed communication skills (written, oral and interpersonal) and the ability to liaise effectively with a broad variety of internal and external stakeholders
- Highly organised with the ability to work independently in order to forward plan and monitor future priorities
- Excellent organisational skills with the ability to multi-task and work independently.
- A sound knowledge of Microsoft Office suite
- Demonstrated high attention to detail
- Ability to handle and uphold confidentiality with maturity and common sense

#### **Desirable**

- Qualification in relevant field
  - Lived experience of gender diversity
  - Experience in transgender health
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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.*