



## Position Description

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<b>Position Title:</b>	Project Assistant
<b>Salary Range:</b>	MCRI Professionals & Administrative Salaries - Level 1 to 3
<b>Reporting Manager:</b>	NACE Research Manager
<b>In-direct reporting Manager</b>	CFAR Program Manager
<b>Direct Reports:</b>	None
<b>Home Group:</b>	Population Allergy (National Allergy Centre of Excellence)

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 Population Allergy Group at MCRI host the National Allergy Centre of Excellence (NACE) and the NHMRC funded Centre for Food Allergy Research (CFAR).

The NACE Allergy Research Pillar are establishing four multi-site stream studies and the NACE Acute Allergy Registry. Each stream study will be conducted across at least three states, in each of the four allergy domains by June 2026. The NACE Allergy Research Pillar is led by Professor Kirsten Perrett, Director of the NACE and an

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experienced clinician research and clinical triallist. Prof Perrett is supported by a multi-disciplinary team including the Program Manager, Research Manager, quality assurance and data experts.

The CFAR's work aims to prevent, treat and manage food allergies, promote the rapid translation of outcomes into clinical practice, and expand the research workforce through training and mentorship.

This Project Assistant position will provide cross-cutting administrative support to the NACE Allergy Research Pillar and CFAR. This will include the coordination and documentation of key internal and external coordination meetings, logistics support for in-person investigator meetings and other administrative and project related tasks. This position will support data monitoring activities for NACE stream studies and support data monitoring reporting.

This role will be responsible for the management of the CFAR inbox and administrative support for CFAR, under the guidance of the CFAR Program Manager. Support to CFAR will include the management and tracking of CFAR PhD scholarships, travel grants and project administration support.

This role will be responsible for the update of participant facing communications for all NACE stream studies, with technical oversight provided by the NACE Communications Manager.

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### **Key Accountabilities**

- Undertake a range of administrative functions in support of NACE's various project objectives which includes event and stakeholder relationship coordination, meeting/event/seminars/workshop planning organisation, minuting and coordination, and travel management
  - Supports the CFAR program manager and the NACE Research Manager in preparing reports and updates
  - Undertake a range of administrative functions to support CFAR including management of CFAR inbox, meeting coordination and minuting, PhD scholarship management, travel grant and project administration
  - Support data monitoring for NACE stream studies
  - Maintain and update participant facing communication materials for NACE stream studies
  - Supporting the project team to manage competing priorities and deadlines and deliver projects in a timely manner
  - Contributes to preparation, collection and distribution of information and data as required by the project and group
  - Provides assistance and coordination of reports, ethics submissions, governance submission, publications, tenders and grants etc.
  - Is engaged in the campus culture including professional development activities and attending internal/external campus conferences and seminars
  - Is aware of, and adheres to, MCRI policy on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes
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### **What we need from you**

- Qualification in a relevant field (e.g. Bachelor of Science, Business Administration)
  - At least 2 years demonstrated experience in project or research administration
  - Knowledge of research including NHMRC guidelines and GCPs highly regarded
  - Demonstrated experience in basic project management and excellent organisational and time management skills
  - Intermediate to advanced working knowledge of Microsoft Office suite
  - Familiarity of electronic research data bases and systems including REDCap
  - Demonstrated high attention to detail and accuracy of data in collation, communications and reporting
  - Strong interpersonal skills and communication skills - both written and verbal
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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.*