



Position Description

Position Title:	Senior Project Officer (Senior Facilitator)
Salary Range:	MCRI Professional & Administrative Salaries - Level 7 Step 1 – Step 4
Reporting Manager:	Systems Impact Manager
Direct Reports:	Up to 3
Home Group:	Policy & Equity

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 operational 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 partnership model amplifies opportunities to quickly translate research into clinical care.

MCRI includes a wholly owned subsidiary, the Victorian Clinical Genetics Services (VCGS), a private not-for profit organisation. VCGS is 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:

Our purpose:

We want all children to have the opportunity to live a healthy and fulfilled life.

Our 2025-2030 Strategy:

Towards Precision Child Health

We exist for a **purpose**, to give all children an opportunity to live a healthy and fulfilled life.

We **value** individuals with the determination to solve complex problems, who thrive on collaboration, and who embody honesty, respect, and accountability.

Our **goals** centre around an inclusive environment in which our people can undertake bold research that can be scaled for impact through strategic partnerships.

We **operate** in a collaborative environment, tackling problems in teams, across disciplines and across boundaries.

Our research generates evidence underpinning changes that **impact** the lives of children in our hospitals, in our communities, and across the globe.

What is it like to work for us?

We are dedicated 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 invest in developing our People and fostering an environment where learning and development is central to our staff reaching their full potential.

The Institute is also committed to the safety of children and young people and takes a zero-tolerance approach to all forms of child abuse, exploitation, and harm. The Institute prioritises child safety in our decision-making at all levels of the Institute and supports our employees to understand and enact their safeguarding responsibilities.

Position Overview

The Senior Project Officer (Senior Facilitator) role will work within the Centre for Community Child Health (CCCH), Policy and Equity Group at Murdoch Children's Research Institute (MCRI). The role supports the design, development, and delivery of education and learning programs that aim to improve outcomes for children and families through evidence-informed practice, systems redesign, and family-centred approaches.

Working as part of a national team, the successful applicant will facilitate online and face-to-face workshops and training programs, contribute to e-learning development, support stakeholder engagement activities, and assist with the promotion and growth of education and learning offerings. Approximately 60% of the role will involve facilitation and facilitation-related preparation activities.

The successful applicant will demonstrate experience in education and learning design and delivery, group facilitation, stakeholder engagement, and project coordination. Experience in relational practice and family-centred care is essential, with experience working directly with children and families highly regarded. Certification or experience in the Family Partnership Model will be viewed favourably. Occasional evening work, weekend delivery, and regional or interstate travel may be required.

Key Accountabilities

- Co-facilitate online and face-to-face education and learning with other team members and independently
 - Support the development and delivery of education and learning, including operational and administrative requirements
 - Liaise with and manage stakeholder expectations in relation to delivery of education and learning products (time/resource/cost implications/risk)
 - Develop and pilot methods/protocols for delivery and lead on decision making
 - Coordinate, collaboratively or independently, and support the annual Child Public Health Elective for University of Melbourne's Master of Public Health
 - Support the development and articulation of key messages to promote education and learning products to broader audiences
 - Identify and manage opportunities for translation at the project level Lead project management from submission to delivery, under limited supervision
 - Facilitate and lead internal and external meetings/workshops with stakeholders to achieve identified outcomes with limited support
 - Independently prepare structure and content for reports as required by the project and research group
 - Review content, quality assurance and lead critical analysis for reporting
 - Present at internal and external forums
 - Prepare or contribute to tender and grant applications under limited supervision, as required Contribute to the team/ group and manage competing priorities/deadlines to deliver education and learning, and other projects as appropriate, in a timely manner
 - Contribute to the supervision of Project Assistants/Officers as required
 - Engage in the campus culture including professional development activities and attending internal/external campus conferences and seminars
 - Awareness of, and adherence to, MCRI policy on Intellectual Property/Material Transfer Agreements/ Contracts/ Clinical and Public Health Outcomes
 - Support campus efforts related to gender equity, diversity, inclusion and wellbeing through participation, active learning and/or role modelling our values
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Selection Criteria

Essential

- Degree/Honours/Masters or other relevant qualification and/or equivalent experience in relevant field (e.g. Education, Nursing, Allied Health, Public Health, Social Science)
- Demonstrated advanced facilitation skills and experience designing and delivering (face to face/online/e-learning) training
- Extensive experience working with and a commitment to the principles and practices of relational practice and family-centred care, including in a facilitation environment/capacity
- Strong interpersonal and communication skills with experience communicating to a wide range of stakeholders
- Experience in designing and articulating messages with a view to successful product promotion
- Proven project management capability, including developing project plans and bringing a project to fruition within budget and within the agreed time frame showing demonstrated independent judgement and initiative
- Ability to support knowledge sharing, development, mentoring and support of employees and students
- Advanced working knowledge of Microsoft Office suite

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- Flexibility to deliver after-hours online and face to face training and for occasional intra and interstate travel

Desirable

- Knowledge of the Family Partnership Model (FPM) including certification to facilitate the FPM foundation course
 - Background working directly with children and families in the following contexts: early education, nursing, schools, allied health, playgroups
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Conditions of Employment

- Keeping children safe is our highest priority. We maintain rigorous safeguarding standards and employ comprehensive screening processes to ensure the safety of the children we work with. This includes mandatory screening processes for all successful candidates, including:
 - Valid Working with Children Check (or equivalent)
 - Satisfactory criminal record check
 - 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 Policy
 - The Institute is committed to the safety of children and young people, and takes a zero-tolerance approach to all forms of child abuse, exploitation and harm. The Institute prioritises child safety in our decision-making at all levels of the Institute and supports our employees to understand and enact their safeguarding responsibilities
 - We are committed to a diverse, inclusive workplace where all staff are supported to reach their full potential, regardless of gender, career status, age, disability, cultural background, religion or sexual orientation
 - 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.