



Position Description

Position Title:	Project Assistant
Salary Range:	MCRI Professional & Administrative Salaries – Level 3 Step 3 – Step 6
Reporting Manager:	Senior Project Officer
Direct Reports:	0
Home Group:	LifeCourse

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.

About the LifeCourse Cohort Explorer

The LifeCourse Cohort Explorer is a platform being delivered by MCRI in partnership with the [Australian Research Data Commons](#) (ARDC). It builds on MCRI's well-established LifeCourse Initiative bringing together longitudinal cohort studies from the Melbourne Children's Campus: <https://lifecourse.melbournechildrens.com/>.

Longitudinal cohort studies (or "cohorts") follow groups of individuals over many years. The data collected by cohorts allows researchers to understand how health unfolds over the span of a lifetime, and how experiences early in life can impact on health much later down the track. However, with so many cohorts collecting so much data over many years, on such an expansive breadth of topics, finding the data needed to answer a particular research question can be highly complex and time-consuming.

The LifeCourse Cohort Explorer will organise information describing the data (cohort metadata) collected in Australian cohorts into a user-friendly catalogue. (learn more via our [Data Resource Profile](#)). Making existing cohort data easier to discover, enables researchers to answer new questions without initiating new and costly data collections. This supports research that is more efficient, cost effective, ethical, and respectful of participants' time and contributions. Reusing existing data also maximises the significant effort and investment that has previously gone into creating and maintaining cohort studies.

The LifeCourse Cohort Explorer has two key stakeholder groups: cohort custodians and data users.

- **Cohort custodians** are researchers who lead and manage cohort studies. They have a key duty to ensure their cohort data is represented accurately, kept safe and secure, and used responsibly.
 - **Data users** are the researchers who will use the platform to explore cohort information and develop new research ideas.
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Position Overview

The Project Assistant will support cohort custodians to prepare and collate standardised information about their cohort studies, to make it easier for potential data users to find and understand what data is available through the LifeCourse Cohort Explorer. The Project Assistant will develop a strong understanding of the needs of both cohort custodians and the platform, to ensure mutual benefit.

The successful candidate will demonstrate excellent attention to detail, and a structured, process-driven approach to their work. They will work collaboratively with cohort custodians to support the integration of cohort information, apply consistent processes, and respond constructively and proactively to cohort requests and feedback. They will also develop advanced knowledge of measurement tools used in cohort studies, and apply established processes to accurately describe the concepts that these tools assess.

This role requires strong organisational and communication skills, and the ability to manage multiple tasks and competing priorities. In addition to supporting cohort custodians in collating their metadata, the Project Assistant will contribute to team activities. This role also involves providing administrative support, contributing to the preparation of process documents and reports, and maintaining accurate, high-quality records of actions and stakeholder engagement.

Key Accountabilities

- Develop a thorough understanding of the platform's background, purpose, and strategic objectives
- Support cohort teams by directing them to the resources they need, running orientation sessions, and responding to queries via email or discussion with custodians
- Use established processes to ensure cohort information is accurately represented in the LifeCourse Cohort Explorer
- Ensure measurement tools used in cohort studies are accurately described in accordance with available scoring manuals and publications
- Collaborate with cohort teams and manage feedback effectively to meet both platform and cohort team needs
- Contribute to the development, application and maintenance of processes which support consistent and structured presentation of cohort information
- Maintain organised and comprehensive records of engagement with cohorts to support transparency in work undertaken and accurate reporting
- Undertake administrative functions supporting LifeCourse project objectives, including organising and coordinating stakeholder meetings as required

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- Participate in team business-as-usual activities, including regular team meetings and progress updates
 - Support the project team in managing competing priorities and deadlines to ensure timely project delivery
 - Assist in drafting and coordinating of reports, resources, LifeCourse website content, and other materials as required
 - Engage in the campus culture including professional development activities and attending internal/external campus conferences and seminars
 - Be aware of, and adheres 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

- Qualification in a relevant field (e.g. Public Health, Psychology)
- Demonstrate the ability to work with complex information applying a high level of attention to detail, ensuring information is complete, consistent, and well-structured
- Apply established processes, interpret guidelines or documentation, and contribute to maintaining consistent standards across systems
- Strong interpersonal and communication skills (verbal and written), with the ability to engage collaboratively with stakeholders, respond to queries, and support a positive, constructive feedback process
- Solid organisational skills with the ability to manage multiple tasks, prioritise competing demands, and meet deadlines in a dynamic project environment
- Contribute to effective teamwork by supporting colleagues, working toward shared goals and actively participating in team processes
- Identify opportunities to improve processes, solve problems creatively, and support consistent and efficient ways of working
- Provide administrative support, including coordinating meetings, preparing documents or reports, maintaining good records, and supporting project operations
- Intermediate to advanced proficiency of Microsoft Office suite

Desirable

- Knowledge of longitudinal cohort studies
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- 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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