



## Position Description

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| <b>Position Title:</b>    | Project Officer (OurDNA Data Integration)                                     |
| <b>Salary Range:</b>      | MCRI Professional & Administrative Salaries – Level 5 Step 1 – Level 6 Step 1 |
| <b>Reporting Manager:</b> | OurDNA Biosamples and Data Integration Manager                                |
| <b>Direct Reports:</b>    | 0                                                                             |
| <b>Home Group:</b>        | Centre for Population Genomics                                                |

### 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.

## What is the Centre for Population Genomics?

The Centre for Population Genomics (CPG) is a joint national initiative of the Garvan Institute of Medical Research and the Murdoch Children's Research Institute (MCRI). The Institutes are national leaders in genomic research, with complementary strengths spanning large-scale genomics, data science, population health, and clinical impact.

The Centre for Population Genomics is a young not-for-profit research initiative working to build a more equitable future for genomic medicine. We are a remote-first, geographically distributed hub for innovation in genomics, data science, and clinical translation, with over 50 team members located across Australia and New Zealand.

## Role Flexibility

CPG supports flexible working, and this role is suitable for remote/hybrid work.

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## Position Overview

As a key member of the Sample Management team within the OurDNA program, the Data Integration Project Officer is responsible for managing the transition of physical biosamples into high-quality genomic data. This role is a 1-year fixed-term contract and owns a critical phase of the pipeline: managing sample submission for sequencing, overseeing data generation workflows, and ensuring the seamless handover of datasets to the Population Genomics (PopGen) and Software Engineering (SE) teams.

Reporting directly to the Biosamples and Data Integration Manager, you will act as the operational point of contact for Sample-to-Data logistics. You will navigate the complex space between biological science and data engineering, ensuring data integrity is maintained as samples move from the freezer to the analysis-ready environment. This position requires high-level coordination with internal biobanks, external sequencing providers, and Project Management (PM) teams to ensure that data delivery aligns with the broader program roadmap.

Note: This is a non-wet lab role focused on data logistics, stakeholder management, and technical coordination.

At CPG, we're looking for someone who is curious and motivated to use their technical skillset to make a meaningful contribution to society. The CPG is committed to supporting the responsible, progressive, inclusive and safe sharing of genomic and health data to drive medical research and improve human health. This individual will ensure that the CPG's policies and practices reflect our data management values (respecting participants, protecting genomic and health information and data sharing) and that we comply with relevant institutional policies, national regulations and international data sharing frameworks.

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## Key Accountabilities

The key responsibilities for this Data Integration Project Officer role include:

- Coordinate the end-to-end movement of samples from biobanks to external sequencing providers, ensuring all technical specifications, QC metrics, and data requirements are met for successful data generation.
- Identify bottlenecks in the data generation workflow and work with the Manager to implement strategic solutions to optimise speed and quality.
- Monitor the quality of incoming data files from external providers, coordinating troubleshooting or re-runs where samples fail to meet sequencing benchmarks.
- Act as the primary liaison with the Population Genomics and Software Engineering teams to ensure generated data is ingested correctly, metadata is comprehensive, and the technical teams have everything they need for analysis.
- Oversee the digital chain of custody, ensuring LIMS records and metadata accurately reflect the sample's journey from submission to the final dataset.
- Utilise project management tools (Jira, Trello, or Slack) to track milestones, report on data generation throughput, and ensure the Sample-to-Data pipeline meets project deadlines.
- Draft and maintain SOPs for data generation, sample submission, and cross-team data-sharing protocols.
- Lead and run pilot programs for new data workflows, supporting the Manager in successfully transitioning proven methods into Business As Usual (BAU) processes.
- Maintain strong working relationships with internal biobanks and external service providers to align sample availability with sequencing capacity.
- Support the Manager in conducting options assessments to evaluate new technologies and associated providers, contributing to strategic decision-making to ensure the program remains at the forefront of genomic data generation.
- Support the Manager in the development and optimisation of sample-collection pathways to ensure high-quality inputs

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to the data-generation pipeline.

- Support the Manager by providing regular updates on developed pathways and proactively looping them into high-level decision-making, contributing to the long-term goals and strategic vision of the OurDNA program.
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## **Selection Criteria**

### **Essential**

The key skills and experience include:

- Master's degree or higher in Genomics, Bioinformatics, Biomedical Science, Data Science, or a related discipline.
- At least three years' experience coordinating genomics, scientific, or data-driven projects.
- Demonstrated experience managing the transition of biological samples into genomic or other large-scale datasets.
- Ability to translate requirements between laboratory staff, Software Engineers, and Population Geneticists to enable effective cross-functional collaboration.
- Advanced proficiency with Laboratory Information Management Systems (LIMS) and project management platforms such as Jira, Trello, or Slack.
- Experience working with complex metadata and large file transfers, with the technical literacy to coordinate effectively with data scientists.
- Proven ability to work independently, take initiative, and solve complex problems while navigating strategic decision points across data generation pathways.
- Strong organisational skills with the ability to manage competing priorities, understand the downstream impact of data delivery on Software Engineering and Population Genomics teams, and keep the Biosamples and Data Integration Manager informed of pipeline progress, risks, and strategic alignment.

### **Desirable (as needed)**

The following skills and experience would be beneficial:

- Experience with genomic data generation workflows and large-scale sequencing projects.
  - Experience using Google Cloud Platform (GCP) and managing genomic metadata.
  - Experience collaborating with Software Engineering and Population Genomics teams to deliver analysis-ready datasets.
  - Familiarity with command-line tools and a code-first approach to troubleshooting data logistics, including using existing scripts to retrieve and manage metadata.
  - Experience in biobanking or managing the digital chain of custody for biological samples.
  - Demonstrated experience managing complex technical project timelines and sample-to-data tracking workflows.
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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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