



## Position Description

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<b>Position Title:</b>	Project Officer
<b>Salary Range:</b>	MCRI Professional & Administrative Salaries - Level 5
<b>Reporting Manager:</b>	Team Leader / Senior Research Officer
<b>Direct Reports:</b>	0
<b>Home Group:</b>	International Child Health

### 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.

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## **Position Overview**

The purpose of this position is to provide dedicated management and strategic coordination for a multi-institutional newborn oxygen research portfolio, operating under MCRI's International Child Health Research Group. This program focuses on addressing the critical deficiency in providing safe and sustainable oxygen therapy for newborns globally, especially in Low- and Middle-Income Countries (LMICs).

A key and immediate challenge of this role is preparing for the external launch of the Universal Safe Oxygen for Newborns (UNISON) initiative. The Program Manager will establish the necessary infrastructure, lead external communications, and drive partner engagement to position UNISON as a globally recognised body focused on safe oxygen provision for newborns. The role also requires supporting multinational, multidisciplinary research projects spanning clinical trials, technology translation, and policy development across diverse resource settings.

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## **Key Accountabilities**

- Supports campus efforts related to gender equity, diversity, inclusion and wellbeing through participation, active learning and/or role modelling our values
  - Leads the external strategic launch of the UNISON initiative and manages relationships with a wide range of national and international stakeholders
  - Coordinates the program's website and digital platforms for effective global outreach
  - Facilitates and leads internal and external meetings/workshops/webinars with stakeholders with support and direction to achieve program outcomes
  - Develops and manage all external-facing materials, including tailored communiques to promote understanding and action across stakeholder groups
  - Supports the program's strategy for multidisciplinary workforce development and coordinates training programs and immersive placements
  - Manages the Consumer Partnership activities
  - Drives project management for specific projects under supervision, ensuring timely delivery within budget and scope.
  - Supports coordination of the governance structure of UNISON by liaising with investigators and partners from multiple institutions, particularly at the University of Tasmania, to ensure thematic alignment.
  - Supports the operational execution of complex, multinational research and translation projects related to newborn oxygen
  - Liaises and manages stakeholder expectations in relation to project delivery (time/resource/cost implications/risk) with support
  - Contributes to preparation, collection and methodology as required by the project and research group
  - Contributes to the team/group and manages competing priorities/deadlines to deliver projects in a timely manner
  - Develops the structure and content for reports and evidence summaries independently from draft to final stage under supervision
  - Present at internal and external forums as required
  - Assists and contributes to tender grant applications as required
  - 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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## **Selection Criteria**

### **Essential**

- Honours/Masters qualification in relevant field such as Public Health, Implementation Science, or Clinical Research
- An appropriate level of expertise gained from a combination of experience, training or professional accreditation
- Proven ability to lead strategic external communication strategies, including managing program websites/digital platforms/social media, developing policy briefs, and coordinating virtual events (e.g., webinars) for diverse audiences
- Advanced working knowledge of Microsoft Office suite
- Strong interpersonal and communication skills with experience communicating to a wide range of stakeholders
- Demonstrates independent judgement and initiative

### **Desirable**

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- Track record in successfully engaging with diverse stakeholders, including NGOs, governments, and multilateral agencies
  - Demonstrated experience in project management including the planning, monitoring and evaluation of multi-site projects
  - Experience overseeing capability-building or mentorship activities, particularly involving early- and mid-career researchers and consumer advocates
  - Demonstrated ability to synthesise complex research findings into recommendations suitable for health policy and clinical guideline development
  - Demonstrated understanding of research translation, technology development cycles (including medical device prototyping and commercialisation pathways), and managing intellectual property
  - Familiarity with the use of Large Language Models
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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.*