



Position Description

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| Position Title: | Senior Project Manager |
| Salary Range: | Professional & Administrative Salaries Level 8 Step 1-5 |
| Reporting Manager: | Project Management Lead, Centre for Population Genomics |
| Direct Reports: | None |
| Home Group: | 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 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'll 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 the Centre for Population Genomics?

The Centre for Population Genomics is a collaborative initiative of the Garvan Institute of Medical Research (Garvan) in Sydney and MCRI in Melbourne. The Centre is directed by Daniel MacArthur who previously led a team at the Broad Institute of MIT and Harvard in Boston that was responsible for the development and open release of the Genome Aggregation Database (gnomAD), a collection of genetic data from over 140,000 individuals that has become one of the most widely-used reference databases in human genetics.

The Centre is focussing on the development of cutting-edge tools and resources to facilitate the conversion of genomic data into improved diagnosis and treatment. Ultimately, the Centre will generate and manage the largest sets of genomic and clinical data ever assembled in Australia, and apply these to solve a wide variety of scientific and medical problems.

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 are central to our staff reaching their full potential.

Position Overview

We are seeking a highly motivated Senior Project Manager with proven success in medical research project management. This role is suited to an experienced professional with leadership aspirations who is exceptionally organised and who has a passion for operational efficiency, meticulous attention to detail, and proven experience in coordinating with multiple stakeholders within varying spheres of influence.

The Senior Project Manager will be responsible for planning, tracking and ensuring the successful delivery of genomic medicine projects within the Centre, with oversight from the Project Management Lead and support from the broader Project Management Team. In addition, the Senior Project Manager will be responsible for leading the project management of a national large scale automated reanalysis program to increase rare disease diagnosis. The Senior Project Manager will manage at least one direct report from the outset, with opportunities to take on increasing responsibility including through progression within the team structure and delegation to other staff within the Project Management Team.

This role will report directly to the Centre's Project Management Lead, who is responsible for leading a team of Project Managers and Project Officers. The Project Management team is developing and implementing a strategy for the successful orchestration of the largest population genomic initiatives in Australia, ultimately spanning more than ten thousand Australians from diverse communities. This is a unique opportunity to play a key role in a new Centre that will shape the future of genomic medicine in Australia and build resources with global impact.

Key Accountabilities

- Leads the project management of a national large scale automated reanalysis program to increase rare disease diagnosis from protocol development through to ethics and governance submissions, legal and finance negotiations, delivery partner coordination, metadata wrangling, workflow development and implementation, and close-out, within the specified timelines and budgets, with oversight from the Project Management Lead
- Manages multiple competing and evolving, individual and project team priorities to ensure no task gets forgotten or unduly deprioritised.
- Independently prepares the structure and content of research applications (i.e. tender and grant submissions, ethics and governance applications) and reports (i.e. status updates, Executive Committee papers) from draft to final stage, requiring minimal editing by the Project Management Lead and other stakeholders.
- Independently prepares for and leads the facilitation of internal and external meetings/workshops with project teams (including internal and external collaborators) to communicate project requirements, champion cross-functional collaboration, and ensure the completion of project milestones in alignment with set goals.
- Identifies, escalates and addresses project inefficiencies, risks and issues in a timely manner.
- Negotiates and manages stakeholder expectations in relation to project delivery timeframes, budgets and risks with oversight from the Project Management Lead.
- Leads the development and continual refinement of robust workflows and Standard Operating Procedures (SOPs).
- Quickly learns the Centre's project management and sample/data tracking software(s) and identifies ongoing opportunities for improved use.
- Actively invests in building and maintaining a positive, supportive and high-performing culture within the Project Management Team and the Centre more broadly.
- Contributes to broader Centre operational projects or tasks as required.
- Adheres to MCRI policies regarding Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes.
- Other duties as assigned.

Selection Criteria

- Passion and enthusiasm for the implementation of genomic medicine.
- Proven success in medical research project management.
- Highly organised with meticulous attention to detail.
- Unwavering commitment to continuous quality improvement in both organisation and personal performance.
- Demonstrated problem-solving skills and the ability to work independently.
- Demonstrated ability to plan workflows, prioritise activities and meet deadlines in an ever-evolving environment.
- Demonstrated ability to develop and implement new policies/procedures in a complex environment.
- Intermediate to advanced knowledge of spreadsheet software.
- Comfortable communicating with both technical and non-technical people at every level, including managing upward.
- Proven experience in coordinating with multiple stakeholders within varying spheres of influence.

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- Highly effective written communication skills, with the ability to prepare concise and technically sound grant and tender applications, ethics and governance applications, status updates and other project communications.
 - Ability to thrive in an interdisciplinary team setting including academics, geneticists and biologists, data scientists, software engineers, and project management staff.
 - Willingness to rapidly learn new systems for tracking projects and workflows (e.g. Airtable).
 - Experience in genomic medical research.
 - Postgraduate degree(s) in biomedical science, research methods and administration, and/or related disciplines.
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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 that 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 environmental, 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 of the date of this statement.