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## Position Description

<b>Position Title:</b>	GenV Senior Area Manager
<b>Salary Range:</b>	Professionals & Administrative Salaries Level 7-8
<b>Reporting Manager:</b>	GenV Cohort 2020s Manager
<b>Direct Reports:</b>	GenV Area Managers
<b>Home Group:</b>	Generation Victoria

### 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 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 is central to our staff reaching their full potential.

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## Generation Victoria (GenV)

GenV is a world-first initiative aiming to transform the whole of the State of Victoria into a single dynamic solutions platform, breaking down barriers in research to solve pressing questions and translating that into tangible actions that can improve the health, development and well-being of children and their parents.

One of the world's largest birth cohorts, Generation Victoria (GenV)'s primary objective is to create large, parallel whole-of-state birth and parent cohorts for discovery and interventional research. GenV will be open to all 150,000 babies born in Victoria over two full years from October 2021 following our scale-up to statewide operations. Its design

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comprises consent; use of existing data and biosamples; augmented with GenV-specific measurement; and a design to maximise its multi-use potential e.g. to support trials, registries, place and community, discovery and health services research at the population level. GenV is one of the MCRI's most ambitious and high-profile initiatives. Learn more at: [www.genv.org.au](http://www.genv.org.au)

Great cohorts need great recruitment. GenV started recruitment at the Joan Kirner Women's and Children's at Sunshine Hospital in December 2020 and began to scale up to all 58 maternity hospitals from May 2021; as of the 4th of October 2021, it commenced Statewide operations. GenV is led from the Murdoch Children's Research Institute and is supported by the Paul Ramsay Foundation the Victorian Government, the Royal Children's Hospital, and the University of Melbourne.

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## Position Overview

This is an exciting opportunity for a highly capable Senior Area Manager to join the GenV team to lead GenV's maternity service engagement and recruitment of participants across numerous maternity hospitals. This is one of 3 positions that jointly spans all Victorian birthing hospitals. This position is responsible for the 26 hospitals in Melbourne's West, Barwon South Western Loddon Mallee and Grampians, with line management for the 7 Area Managers at these hospitals who directly supervise their on-site GenV recruiting team.

Employed by the MCRI, the Senior Area Manager will be responsible in the first instance for the ongoing engagement and remaining set-up at these 26 hospitals. From late 2021 to late 2023 they will then oversee GenV recruitment across these hospitals, with their staff aiming to approach every baby born in each service over the recruiting period. There is thus a requirement for frequent meetings (both remotely and in person, when COVID allows) to manage the recruitment teams across Victoria. When not traveling (and when COVID permits) each Senior Area Manager will likely be located at one of three base hospital sites around Melbourne (Heidelberg, Clayton and Parkville), as well as spending time at GenV HQ at the Melbourne Children's Campus.

The Senior Area Manager (SAM) will be responsible for:

- Leading and managing all GenV Area Managers in their region.
- GenV Cohort 2020s recruitment in their region.
- Developing systems and monitoring/improving quality metrics for recruitment teams and for the families eligible for GenV recruitment in their area, in collaboration with the other GenV SAMs and GenV HQ.
- Liaison with stakeholders internal and external to their hospitals and to the MCRI to ensure GenV's success.

The position will suit applicants with managerial skills and backgrounds (for example) in Public Health, Nursing, Midwifery, Medicine, Allied Health or Management.

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## Key Accountabilities

### Leadership

- At all times be an ambassador and role model for GenV.
- Manage the GenV Area Managers for your region, creating a team with a positive can-do culture.
- Establish, motivate and coach each individual, identifying their needs, conducting annual staff competencies and providing performance feedback.
- Ensure appropriate response and support to the team as required.
- Recruit, train and retain Recruiters (project assistants) and Area Managers.
- Conduct performance review (Probation/annual).
- Model and ensure high levels of data literacy, data-related activities and understanding of the value of data among AMs and Recruiters.
- Ensure that each team works collegially with other site staff, for example supporting each other's research
- Support and implement change initiatives as directed by GenV.
- Act as a bridge between the field team and GenV Head Office, to ensure mutual understanding of GenV goals and updates.

### Operational

- Regional overview and improvement of primary project indicators (eg GenV approach, uptake and recruitment completion rates).

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- Compile reports for GenV Head Office, as requested.
  - Liaise with GenV HQ to help develop/improve systems for the field and ensure GenHQ operates with the needs of the field team in mind.
  - Performance management of site(s) and identification of recruitment and quality issues, data collection and subsequent monitoring, review and audit.
  - Ensure expecting parents receive information about GenV during prenatal information sessions.
  - Ensuring recruitment coverage is maintained, including undertaking annual competency assessments.
  - Accountable for projects and operations at sites within assigned region (a third of the state of Victoria).
  - Maintain up to date knowledge of procedures and policies relevant to GenV.
  - Develop and lead GenV Continuing Professional Development (CPD) Seminars for recruitment staff (Representatives and Area Managers).
  - Facilitate regular Area Manager Business Meetings.
  - Conduct recruitment visits (face-to-face and over the phone) with families in accordance with GenV procedures (including use of detailed scripts and decision-making flowcharts).
  - Perform other duties as directed.

### **People and Culture**

- Responsible and accountable for management of Area Managers; ensuring that their work and the work of their teams meet the standards of the MCRI, the site(s) where recruitment is conducted and GenV.
- Consult and work in conjunction with Human resources teams at MCRI and hospital site(s).

### **Quality**

- Lead monitoring and quality improvement initiatives.
- Identify plans and improvements for ongoing monitoring, quality, effectiveness and management of GenV.
- Maintain an accurate database.
- Responsible for the collection and management of relevant data and conducting regular audits and quality reviews of GenV site(s) in accordance with prescribed procedures.
- Maintain confidentiality of collected information.
- Responsible for the conduct of GenV in their region according to the NHMRC National Statement on Ethical Conduct in Human Research (2007, 2018 update) and other MCRI policies.

### **Stakeholder relations**

- Within GenV maternity hospitals of all types:
  - Engagement with department and service heads (maternity, obstetrics, research, neonatology, NUMs, etc.) to gain support and enable recruitment of GenV participants.
  - Responsible for site set up and ongoing management with hospital's GenV liaison officer including engagement with hospital Environment Health & Safety, HR, Infection Control, etc.
  - Engagement and information provision to clinical teams.
- Work closely with other GenV Cohort 2020s staff, as well as members of the broader GenV program and MCRI
- Be familiar with, and participate in, local networks (such as relevant hospital groups or other networks).
- Liaise with hospital management from participating hospitals concerning the GenV program, policies and procedures.
- Develop professional relationships with relevant heads of department of midwifery, obstetric, neonatal/paediatric, maternal and child health, and other health professions as relevant.
- Provide in-services/GenV education sessions to hospital staff where applicable.
- Be aware of, and support, GenV teams to work in accordance with hospital(s) policies and procedures. Including risk management, incident reporting and complaints process.
- Observe Hospital(s) Occupational Health and Safety, confidentiality, equal opportunity and community participation structures.
- Be respectful of needs of patients, families, visitors and hospital and GenV staff and maintain a professional approach to all interactions.
- Evaluate, develop and implement programs specific to hospital(s) needs, region and population.
- Act as an advocate for GenV.

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### **Selection Criteria**

#### **Essential:**

- Degree in relevant field (eg Public Health, Nursing, Midwifery, Allied Health or Management).
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- Significant experience within clinical environments (5+ years).
  - Proven capacity to lead, manage and mentor a diverse and dispersed team in order to foster a positive team culture.
  - Demonstrated ability to build and maintain working relationships with key internal and external stakeholders, particularly heads of departments, nursing and midwifery staff, succeeding through collaboration and networking.
  - Excellent interpersonal skills and professional demeanour.
  - Excellent and flexible verbal communication and written skills, enabling clear communication with diverse groups.
  - Able to work independently and as part of a multi-disciplinary team.
  - Able to support and assist others towards accomplishing goals and tasks.
  - Ability to work in alignment with organisational policy and procedures.
  - Ability to prioritise workload and manage competing demands.
  - Excellent organisational and time management skills.
  - Efficient computer skills and the ability to enter data accurately.
  - Respectful of the needs of children and families, visitors and other staff and ability to maintain a professional approach to all interactions.
  - Minimum of five years' experience in people management.
  - Demonstrated ability in liaising with health professionals.
  - Experience working in a research setting.
  - Experience in performance management and conflict resolution.
  - Excellent organisational, time management and prioritisation skills - ability to 'get things done'.
  - Experience in project planning, coordinating, operations and quality improvement.
  - Experience with staff recruitment and training.
  - Experience with database management.
  - Experience in handling and caring for young babies.

**Desirable:**

- An interest in young children and their families, preferably demonstrated through employment and/or choice of research topics.
- Experience working within the paediatric or maternity clinical environment.
- Experience in implementing and operating a new service, research project or change management program within the clinical environment.
- Ability to organise rotating 7-day per week staff rosters.
- Knowledge and experience with agile project design and implementation processes.

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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.
- Meet various hospital requirements including immunisations (see additional information sheet).
- Victorian Driver's license.

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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.*