
Position Description

Position Title:	Senior Project Officer (Maternity Leave Cover)
Salary Range:	MCRI Professional & Administrative Salaries Level 7 Step 1
Reporting Manager:	Gabriel Dabscheck
Direct Reports:	None
Home Group:	Neuroscience

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.

Position Overview

The Senior Project Officer will co-ordinate the national MaGen - genomics of malignancy periphery nerve sheath tumours in NF1 study. Duties include submitting ethics and governance, coordinating multi-site establishment of project, local recruitment of patients, liaising with biobanks and scientists, procuring materials and speaking to stakeholders. This role is for a fixed-term maternity leave cover with the potential for extension.

Key Accountabilities

- Working closely with project PI to plan and implement the project.
- Liaising with multiple sites to help them get appropriate ethics and governance.
- Liaising with biobanks to ensure correct procedures are in place.
- Procuring materials necessary for project.

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- Running the project database.
 - Helping manage the project budget.
 - Leading project management from submission to delivery, under limited supervision.
 - Facilitating and leading internal and external meetings/workshops with stakeholders to achieve project outcomes with limited support.
 - Liaising and managing stakeholder expectations in relation to project delivery (time/resource/cost implications/risk).
 - Independently preparing structure and content for reports as required by the project and research group.
 - Contributing to the team/ group and manages competing priorities/deadlines to deliver projects in a timely manner.
 - Developing and piloting methods/protocols and leads on decision making.
 - Developing the structure and content for reports independently from draft to final stage under supervision.
 - Reviewing content, quality assurance and leading critical analysis for reporting.
 - Identifying and managing opportunities for translation at the project level.
 - Contributing to the supervision Project Assistants/Officers specific to each project as required.
 - Presenting at internal and external forums.
 - Preparing tender and grant applications under limited supervision.
 - 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

- Degree/Honours/Masters qualification in allied health or biomedical sciences.
 - An appropriate level of expertise gained from a combination of experience, training or professional accreditation.
 - Experience in project management from developing project plans and bringing a project to fruition within budget and within the agreed time frame.
 - Experience in the planning, monitoring and evaluation of projects.
 - Experience in navigating and negotiating with multiple organisations and professional groups within a project management framework.
 - Demonstrates advanced facilitation skills.
 - Advanced working knowledge of Microsoft Office suite.
 - Experience in knowledge sharing, development, mentoring and support of employees and students.
 - Strong interpersonal and communication skills with experience communicating to a wide range of stakeholders.
 - Demonstrates independent judgement and initiative.
 - Ability to liaise with ethics.
 - Ability to work with multiple sites.
 - Ability to deal with stakeholders.
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Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Government's 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 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 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 at the date of this statement.