



Position Description

Position Title:	Communication & Administration Assistant
Salary Range:	MCRI Professionals & Administrative Salaries Level 2
Reporting Manager:	Monica Ferrie
Direct Reports:	None
Home Group:	Genetic Support Network of 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.

Position Overview

The GSNV Project Support will support the vision and mission of the GSNV to ensure People living with genetic, undiagnosed rare conditions flourish and live their best lives. This vision is what we seek to achieve through our mission: to have support included as an integral part of the health and wellbeing care continuum; to drive fairness and equity of access across testing, care pathways, treatments, research, clinical trial and support and to be a voice and force for positive change for our community. The Communication & Administration Assistant will support the GSNV team and activities administratively and through preparing and forwarding communications, establishing and supporting GSNV events, liaising with and supporting GSNV volunteers and keeping databases and directories current and accessible. The position will be supported by the development of a clear work plan on an annual basis outlining all activities for the year and timing. This exciting role will be fundamental to the success of the GSNV and our ability to function as an efficient, credible, responsive, and effective peak body.

Key Accountabilities

- Responding to, filter and/or re-direct enquires by phone or email.
- GSNV Social media creation and posting.
- Co-ordinating the GSNV Annual report.
- Supporting GSNV events with platform requirements and set up.
- Updating the GSNV and Genetic Link websites.
- Liaising with GSNV volunteers.
- Coordinating a volunteer professional support annual program.
- Keeping GSNV databases and directories current.
- Liaising with Finance to facilitate payment of GSNV invoices and other financial requirements.
- Coordinating preparing the GSNV Committee of Management documentation for monthly meetings.
- Engaging in GSNV planning and prioritisation.
- Supporting the delivery of the vision and mission of the GSNV.
- 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.

Support

- Actively participating in GSNV meetings and events.
- Ensuring the genetic, undiagnosed and rare disease community is listened to, has a voice and has a collaborative community pathway to engage and influence.
- Providing appropriate support to planning, project, events and GSNV stakeholders.

Organisational Relationships:

- **Internal:** GSNV staff, GSNV Committee of Management, MCRI corporate services.
- **External:** GSNV Community including people living with genetic, undiagnosed and rare conditions and those who support them, Volunteers.

Selection Criteria

Essential

- Excellent oral and written communication skills, ability to listen and learn and establish trust among various stakeholders.
- Excellent and demonstrable social media experience - Facebook, Instagram, Twitter, Linked-In and TikTok.
- Excellent IT skills including understanding of CANVA and Microsoft Office suite and ability to use for word processing, spreadsheets, and presentation applications.
- Collaboration and a solutions approach: co-operates and works well with others in the pursuit of team goals, collaborates and shares information, working well with the different working styles of others.
- Demonstrated initiative and self-motivation with ability to work with direction and/or autonomously.
- Ability to liaise with GSNV team members, develop realistic action plans and monitor progress.
- Ability to prioritise workload in response to time frames and deadlines, including identify and resolving or seeking support to resolve problems in a timely manner.

Desirable

- Relevant experience in a not-for-profit organisation within the healthcare, genetic, undiagnosed, or rare disease sector.
- Setting up virtual events, podcasts, and a range of platform experience.

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.

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 must 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.

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.