



Position Description

Position Title:	Project Assistant
Salary Range:	Professional & Administrative Salaries Level 1-2
Reporting Manager:	Associate Professor Michelle Telfer
Direct Reports:	N/A
Home Group:	Brain and Mind

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 Royal Children's Hospital Gender Service (RCHGS) provides care to trans and gender diverse youth – including psychological and hormonal treatments - and is one of the largest multidisciplinary clinics of its kind in the world. However, there is currently a lack of research data to inform clinical practice in this emerging field. Trans20 is a longitudinal cohort study designed to describe the biopsychosocial outcomes for young transgender individuals receiving psychosocial support and hormonal interventions.

A part-time Project Assistant (0.6EFT for 12 months) is required to work within the dynamic Trans20 team to undertake data collection, collation, recording and management. Data collection primarily involves the administration of online questionnaires, with some assessments also conducted by RCHGS clinicians. Online questionnaires are initially

administered before patients' initial appointment with the service, and then again at 12 month intervals. Patients who leave the service are invited to continue undertaking questionnaires every two years. The Project Assistant will facilitate the completion of web-based and paper-based surveys by patients and their caregivers, as well as coordinate clinician-administered assessments. The Project Assistant will support the team by carrying out administrative tasks and database management tasks as well as other tasks when required, as well as ensuring compliance with the Trans20 methodology and protocol. The Project Assistant supports the project team to deliver on project priorities and carry out administrative and executive support functions.

Key Accountabilities

- Recruitment and scheduling surveys
 - Data collection via a number of methods including online surveys, pen-paper, telephone interviews
 - Follow-up surveys that have not been completed by email and telephone call
 - Undertake consent procedures
 - Generate summary reports of patient data for clinical use
 - Database management
 - Coordination of in-clinic data collection
 - Problem solving with the Trans20 team around data collection issues that arise during data collection
 - Liaise and maintain positive relationships with study participants and clinical staff
 - Assist with tracing participants
 - Ensure quality of data collection and maintenance of data within the administrative databases
 - Ensure data is recorded accurately, legibly and securely, and complies with Ethics procedures for the project
 - Data entry
 - Assist with the management of quality control procedures, data cleaning and preparation of data for analysis
 - Attending training sessions as required
 - Other duties as required
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Selection Criteria

Essential:

- Tertiary qualification (preferably in a health, social or behavioral sciences field)
- Experience and confidence in working with members of the general public
- Excellent communication and interpersonal skills
- Highly motivated, hard-working and reliable, with high level of initiative
- Proven record of strong organisation and time-management skills, with capacity to prioritise tasks and work to targets
- Excellent attention to detail
- Demonstrated strong computing skills using Microsoft Office Suite
- High level of professionalism, integrity, and sensitivity to confidentiality and privacy
- Working with Children Check & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards
- Ability to commit for 12 month period

Desirable:

- Experience in quantitative methodology and data collection
 - Experience using databases
 - Interest or experience in transgender health
 - Flexibility to undertake some out-of-hours work as required
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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

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.

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.