



Position Description

Position Title:	Project Officer, Global Health
Salary Range:	Professional & Administrative Salaries Level 5
Reporting Manager:	Programs Manager, Global Health
Direct Reports:	NA
Home Group:	Infection & Immunity, Tropical Diseases

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

Murdoch Children's Research Institute works with government, health facilities and research institutes in 24 low- and middle-income countries to reduce inequity and improve child and adolescent health in disadvantaged populations. The Project Officer, Global Health, will provide support across the MCRI to implement a risk management and compliance framework for all our projects in low- and middle-income countries.

Key Accountabilities

- Drives project management to implement a risk management framework under supervision
- Facilitate internal meetings/workshops with stakeholders with support and direction to achieve project outcomes
- Liaises and manages stakeholder expectations in relation to project delivery (time/resource/cost implications/risk)

with support

- Manages competing priorities/deadlines to deliver projects in a timely manner
 - Present at internal and external forums as required
 - Assists and contributes to tender and grant applications
 - 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 relevant field (eg International Development, Public Health, Project Management)
 - Demonstrated experience in project management in the international development sector, including risk management and compliance (safeguarding, counter terrorism, fraud, sexual exploitation, abuse and harassment)
 - Strong interpersonal and communication skills with experience communicating to a wide range of stakeholders
 - Shows a high level of attention to detail
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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 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.