



Position Description

Position Title:	Senior Research Assistant
Salary Range:	Level A Step 6-8
Reporting Manager:	A/Prof Penelope Bryant
Direct Reports:	None
Home Group:	Clinical Paediatrics

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 Clinical Paediatrics research group's research at MCRI seeks to further the diagnosis, investigation and treatment of children with common childhood illnesses who present to hospital. The team aims to improve the understanding of common childhood illnesses and how to manage them, to appreciate how the hospital environment impacts on the patients and families and to ensure practice is evidence-based and bench-marked.

The Senior Research Assistant (RA) will work with the Group Leader and alongside a multi-disciplinary team within the Clinical Paediatrics group. As a Senior Research Assistant, you will be responsible for scheduling and conducting research tasks, assisting in HREC applications and annual reports, managing data collection, and providing operational status reports. Communication with clinical and research stakeholders across all study sites is a vitally important part of the role, so excellent relationship management skills are needed. The role requires established RA skills as you will be

working in an environment with several competing priorities and recruitment targets. It is important that you are a highly motivated individual that can proactively manage your workload and work effectively under pressure. This role would ideally suit someone who wants to develop and drive their own research career.

Key Accountabilities

- Work with group leader and co-investigators to assist prepare ethics applications, study protocols
 - Conducts ethical research at the highest level of integrity and in line with the Australian Code for Responsible Conduct of Research and MCRI policies
 - Assists and contributes to data generation and writing for research and publications
 - Assists and contributes to Grant Applications.
 - Works to improve skill base in research productivity and methodology
 - Assists in and undertakes high calibre, competitive clinical research
 - Follows standard operating procedures, study protocols and study guidelines
 - Conducts continuous maintenance of neat and orderly records, lab books and data storage
 - Identifies ways to improve data collection/quality utilised by the team/group or research
 - Understands and follows field work guidelines GCP / ICH
 - Supervises students and contributes to the skill development of their peers
 - Is engaged in the campus culture including professional development activities and attending internal/external campus conferences and seminars
 - Fosters relationships with key internal and external stakeholders
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Selection Criteria

- Degree/Honours/Masters/PhD qualification in Clinical Science or related discipline OR an appropriate level of expertise gained from a combination of experience, training or professional accreditation
 - Experience in the planning and coordination or clinical research projects
 - Demonstrated capacity to work independently and collaboratively in a team environment
 - Excellent time management, organisational and analytical problem-solving skills
 - Demonstrated excellent verbal and written communication skills, including in preparing scientific manuscripts
 - Demonstrated understanding of a range of research methodologies and their application in empirical research
 - Experience in knowledge sharing, development, mentoring and support of employees and students
 - Demonstrated competence in the use of EPIC electronic medical record and REDCap databases
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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.