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## Position Description

<b>Position Title:</b>	Senior Study Coordinator
<b>Salary Range:</b>	MCRI Researcher Salaries Level A Step 5-6
<b>Reporting Manager:</b>	Prof Jane Halliday
<b>Direct Reports:</b>	None
<b>Home Group:</b>	Reproductive Epidemiology

### 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.

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## Position Overview

This is an exciting opportunity to lead the daily operations of the "Childhood outcomes of Genomic Copy Number Variants: the Prenatal Microarray (PALM) cohort" study. The Study Coordinator will work with the MCRI chief investigators (A/Prof Lisa Hui, Prof Jane Halliday, Dr Sharon Lewis and Prof David Amor), a research assistant, study psychologist(s), and study paediatrician(s) to facilitate the successful conduct of this NHMRC-funded cohort study. There will be an estimated 300 mother/child pairs participating in this study, which aims to assess the childhood outcomes (health, cognitive and well-being) of children who had a prenatal diagnosis of a genomic copy number variant.

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## Key Accountabilities

- The study coordinator will work with the chief investigators (A/Prof Lisa Hui, Prof Jane Halliday, Dr Sharon Lewis and Prof David Amor), a research assistant, study psychologist(s), and study paediatrician(s) to facilitate the successful conduct of this NHMRC-funded cohort study.
- Conducts ethical research at the highest level of integrity and in line with the Australian Code for Responsible Conduct of Research and MCRI policies
- Monitor study progress and provide regular updates to investigators and external stakeholders
- Maintain a flexible approach in order to meet the requirements of the study/research protocols and participant recruitment.
- Ensures study is undertaken in accordance with the terms approved by the institutional ethics committee and all relevant regulations and guidelines
- Understand ethics submission process, completes ethics and regulatory documentation that require submission to the Human Research Ethics Committee and/or research governance manager
- Report serious adverse events and adverse events according to TGA, ICH GCP and local ethics guidelines and the study/research protocol to ensure participant safety (where applicable)
- Ensure the study team maintains effective communication processes with participants and relatives, investigators, and other members of the study team to ensure information is appropriately shared and the appropriate implementation of the study/research protocol
- 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

- Bachelor degree in a health science area including: Epidemiology, Psychology, Nursing/Midwifery, Science
- Appropriate level of expertise gained from a combination of experience, training or professional accreditation
- Demonstrated capacity to work independently and collaboratively in a team environment
- Excellent time management, organisational and analytical problem-solving skills
- Experience in participating in the planning, coordination and conduct of research projects
- Demonstrated advanced computer skills, including spreadsheets, data collection (REDCap) and data management, database programs, statistics and word processing
- Demonstrated understanding of a range of research methodologies and their application in empirical research
- Experience in communicating to a wide range of stakeholders
- Experience in managing a team, including clinicians
- Experience in paediatric research

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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.*