



Position Description

Position Title:	Program Manager, Generation Victoria (GenV)
Salary Range:	Individual Contract
Reporting Manager:	Platform and Operations Director
Direct Reports:	Gen V Project Managers, PMO Manager, Finance Manager, Communications Manager.
Home Group:	Generation 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.

About Generation Victoria (GenV)

GenV is a world-first initiative aiming to transform the whole of the State of Victoria into a single dynamic health and solutions platform, breaking down barriers in research to solve pressing questions and translating that into tangible actions that can improve the health, development and well-being of children and younger adults (their parents).

One of the world's largest birth cohorts, GenV will be open to all 170,000 babies born in Victoria and their parents over two full years. Its design comprises consent and follow up of the child and parent cohorts; use of existing data; a statewide repository of child and parent biosamples, both existing and GenV-collected; augmented with GenV-specific measurement; and a design to maximise its multi-use potential eg to support trials, registries, place and community, discovery and health services research at the population level. GenV's activities and infrastructure are delivered by teams with diverse skillsets and backgrounds that come together in this single program. See: www.mcrid.edu.au/genv.

GenV represents major investments in health and medical research by the Victorian government and philanthropy. It is one of the Murdoch Children's Research Institute's boldest undertakings, with a 30-year+ horizon.

Position Purpose

The Generation Victoria (Gen V) Program Manager is responsible for leading the team that will deliver the capabilities for research data and samples to be collected and made available for use by the Research community within time and budget expectations.

The role will primarily involve setting the overall delivery plan and overseeing a group of Project Managers to deliver against this for each stream. Further, oversight of governance functions with the assistance of a PMO team, communications plans and financial performance are key elements of this role.

The Research and Scientific groups within GenV and MCRI more broadly along with the GenV funding partners are important stakeholders for GenV and the Program Manager will play an important role to ensure their needs are being addressed and they remain informed of progress, risks and issues.

We are looking for senior person who specialises in program delivery, has a strong understanding of the research and health environments, is successful in delivering transformation projects, and excels at achieving cohesion among a project's diverse contributing team.

Key Responsibilities

- Liaise with GenV's Directors/Principal Investigator and Deputy Directors/Co-investigators to translate GenV's strategic goals into defined operational plans.
 - Manage GenV's Program Office, including implementing, managing and updating GenV's systems for:
 - Strategic & operational planning (including Business Plan)
 - Delivery against committed plan for technology and non-technology activities.
 - Over-arching governance including reporting to the Steering Committee and funding partners.
 - Oversight of key vendor relationships and involvement in performance monitoring and conflict resolution.
 - Ensuring standards are set and adhered to for all aspects of program delivery.
 - Work with MCRI stakeholders and participate in activities as required (e.g. Internal audits).
 - Oversight and governance of all internal and external GenV communications.
 - Setting standards and effectively governing schedule, budget, risks, issues and dependencies across the program.
 - Ensuring the capabilities delivered are in accordance with legal and regulatory obligations.
 - Work to achieve cohesion among GenV's diverse team.
 - Manage the performance and ongoing professional development of direct reports.
 - Ensure GenV's sustainability to the greatest extent possible.
-

Key Selection Criteria (Education, Knowledge, Skills)

- Strong track record of successful delivery of large, complex programs within committed time and financial constraints.
- Ten years' experience in project and program delivery
- Strong leadership skills, including ability to bring together team members from diverse backgrounds.
- Outstanding communication skills with the ability to gain cooperation and influence stakeholders from diverse sectors to achieve scientific and program goals.

-
- Experience of successful Program delivery within an Agile framework.
 - Highly proficient in management across multiple stakeholders with different and potentially competing interests; able to build successful multidisciplinary teams.
 - Self-motivation, with enjoyment of being challenged and strong results and can-do orientation.
 - Broad understanding of the health and research sectors, such as legislation and governance across government, services and the research sector; and the IT platforms for management and use of data; experience in child or population health highly valued.
 - Excellent communication and negotiation skills and the ability to promote understanding of complex issues, consensus and cooperation across a large number of sectors and organisations.
 - Well-developed ability to analyse situations and formulate and communicate strategic approaches/responses.
 - High level strategic advice and liaison with key internal and external stakeholders.
 - Experience in the application of frameworks, models and methods relevant to delivery of the work program including; governance in the not-for-profit sector, project management, change management, program management and financial management.
-

Organisational Relationships and Key Challenges

Organisational Relationships

Work effectively with partner organisations, The Royal Children's Hospital, The University of Melbourne, federal and state governments, and other researcher organisations and funders.

Principal Outcomes

Program Coordination

- Manage program budget, with oversight of all individual project budgets.
- Manage project timelines and partner performance to meet goals.
- Manage risks, issues and dependencies within the Program.
- Assist with strategic planning of the GenV initiative with GenV executives.
- External and internal stakeholder management.
- Engage with stakeholders relevant to program delivery.
- Preparation of content and assembly of reports and publications.
- Monitor adherence with MCRI policies and procedures.

Leadership & Management

- Have a clear view of the Program objectives and keep the team focussed on delivery against those with minimal distraction from unnecessary scope changes.
- Drive a culture of success where committed delivery dates are achieved and celebrated.
- Empower team members to use their own expertise to delivery outcomes required for GenV's success.
- Provide team members with opportunities to expand their skills and experience.
- Create a culture that retains talent, engages team members and promotes open and honest communication
- Champion high standards that you hold yourself and the team accountable for maintaining.
- Proactively address any personnel issues so that the team continues to operate efficiently and effectively.
- Make decisions that are in the best interest of the GenV outcomes.

Finance and Administration

- Manage program budget including monitoring adherence and/or variance from forecasts.
- Contribute effectively to administrative and other requirements of MCRI and manage areas of responsibility.
- Comply with MCRI financial management policies and procedures.
- Comply with funding bodies' policies and procedures.
- Provide financial reports at the project level.
- Identify financial and funding opportunities.
- Redefine scope and/or timelines (in consultation with investigators) in response to external factors.
- Manage purchases and approvals.

Contribution to Scientific Community and MCRI

- Strategic planning for program in line with the Institute's strategic plan
- Collaborate with MCRI, the RCH campus & other leading Australian & international groups
- Initiate and facilitate stakeholder management meetings.
- Contribute to governance at institution and sector levels.
- Lead advisory and steering groups.

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.
- Positions may be subject to medical review to ensure that the requirements of the role can be undertaken safely.

Commitment to Core Values of MCRI

- Understands and complies with policies, procedures and the requirements of the MCRI's Code of Conduct, EHS, Unacceptable Behaviour and Conduct, Child Safety Standards, Risk Management and Handling and Resolving Breaches of the NHMRC Code & Scientific Misconduct at the Royal Children's Hospital Campus.
- Displays professionalism in the workplace and is a role model and contributes to the Institute.
- Recognises that children have the right to be safe and adheres to the responsibilities they have to ensure the protection and safety of children as per the Child Safety Standards Policy.

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.