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## Position Description

<b>Position Title:</b>	Project Officer
<b>Salary Range:</b>	Professional & Administrative Salaries Level 5 to 6
<b>Reporting Manager:</b>	John Christodoulou & David Thorburn
<b>Direct Reports:</b>	None
<b>Home Group:</b>	Brain & Mitochondrial

### 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

We are seeking a highly motivated Project Officer with expertise in workflow design and implementation including sample tracking and management, careful attention to detail, and established experience in communicating with diverse and geographically distributed stakeholders.

The Project Officer will be responsible for planning, tracking and ensuring the successful delivery of two programs recently funded by the Medical Research Future Fund Genomics Health Futures Mission, namely the UDN-Aus and Mito-MDT programs, described below. The Project Officer will be responsible for the design and implementation of project workflows spanning from grant, ethics and governance applications through to participant recruitment, sample collection and tracking, data analysis and return of results.

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The Project Officer will work closely with the leads of the UDN-Aus and Mito-MDT research programs and the Australian Genomics coordination team to ensure the goals of these programs are achieved in an effective and timely manner.

The vision of the Undiagnosed Diseases Network- Australia (UDN-Aus) is to develop nationally coordinated nodes of clinical and scientific expertise to accelerate diagnosis of rare diseases to over 70%, through implementation of robust, consistent, timely and scalable genomic re-analysis, and enhanced access to frontier genomic technologies and functional testing.

The vision of the Mitochondrial Diagnostic Network for Genomics and Omics (Mito-MDT) is to develop a national network comprising clinicians, researchers, diagnostic scientists and consumers to enable a genomic diagnosis to be achieved in over 70% of patients with suspected mitochondrial disease. We will improve clinical phenotyping by incorporating biomarkers and maximise diagnostic yield by applying novel computational, genomic, transcriptomic, proteomic, metabolomic and other functional testing.

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## Key Accountabilities

- In cooperation with the Australian Genomics coordination team, develop and maintain ethics approvals, multi-institute agreements and data governance requirements pertaining to the activities of the UDN-Aus and Mito-MDT projects.
  - Coordination of committee, working group and other meetings, with the assistance of the Genetics Theme Director's PA.
  - Support of the committees, advisory and working groups of the research programs.
  - Liaison with and provision of support to the state representatives of the UDN-Aus and Mito-MDT research programs.
  - Coordinates projects from grant submission to delivery within the specified timelines and budgets, with appropriate support from the steering committee.
  - Independently prepares for and supports the facilitation of internal and external meetings/workshops with project teams (including internal and external collaborators) to communicate project requirements, champion cross-functional collaboration, and ensure the completion of projects in alignment with set goals.
  - Liaise and manage stakeholder expectations in relation to project delivery (time/resource/cost implications/risk) with support.
  - Manage multiple competing and evolving, individual and project team priorities to ensure no task is forgotten or unduly deprioritised.
  - Contribute to preparation, collection and methodology as required by the project and research groups.
  - Contribute to the teams/groups and manages competing priorities/deadlines to deliver projects in a timely manner.
  - Develop the structure and content for reports independently from draft to final stage under supervision.
  - Present at internal and external forums as required.
  - Assist and contribute to tender and grant applications.
  - Negotiate and manage stakeholder expectations in relation to project delivery timeframes, budgets and risks with appropriate support from the steering committee.
  - With the support of the Australian Genomics coordination team, maintain oversight of the UDN-Aus and Mito-MDT budgets.
  - Coordinate regular progress reports as required by the MRFF and Human Research Ethics Committee.
  - Be engaged in the campus culture including professional development activities and attending internal/external campus conferences and seminars.
  - Be aware of, and adhere to, MCRI policy on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes.
  - Undertake other duties as assigned.
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## Selection Criteria

### Essential

- Postgraduate degree(s) in biomedical science, research methods and administration, and/or related disciplines.
- Passion and enthusiasm for the implementation of genomic medicine.
- Demonstrated experience in project management.
- Proven success in workflow design and implementation.
- Familiarity with spreadsheet software, and a willingness to rapidly learn new systems for tracking projects and workflows.
- Advanced working knowledge of Microsoft Office suite.
- Highly organised with meticulous attention to detail.
- Unwavering commitment to continuous quality improvement.

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- Demonstrated problem-solving skills and the ability to work independently.
  - An appropriate level of expertise gained from a combination of experience, training or professional accreditation.
  - Strong interpersonal and communication skills with experience communicating to a wide range of stakeholders.
  - Comfortable communicating with both technical and non-technical people at every level, including managing upward.
  - Demonstrates independent judgement and initiative.

#### **Desirable**

- Demonstrated experience in project management including the planning, monitoring and evaluation.
- Demonstrated experience in managing research budgets.
- Highly effective written communication skills, with the ability to prepare concise and technically sound grant and tender applications, ethics and governance applications, status updates and other project communications.
- Experience in genomic medical research.
- Experience in research ethics and governance.

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#### **Conditions of Employment**

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Government's 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.*