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## Position Description

<b>Position Title:</b>	Senior Project Coordinator
<b>Salary Range:</b>	Professional & Administrative Salaries - Level 7 Step 1-5
<b>Reporting Manager:</b>	Prof Harriet Hiscock
<b>Direct Reports:</b>	X5 Research Assistants
<b>Home Group:</b>	Health Services

### 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

A Part-time Senior Project Coordinator is required for a parental leave replacement position for 12 months (commencing in November 2021) on our NHMRC and beyondblue funded Centre of Research Excellence (CRE) in Childhood Adversity and Mental Health. The vision of the CRE is to prevent the significant mental health morbidity load of depression, anxiety problems and suicidality experienced by children living in adversity and exposed to Adverse Childhood Experiences (ACEs).

Work in the CRE includes: systematic review of evidence on interventions and strategies to prevent and respond to childhood adversity and the associated depression, anxiety and suicidality (Theme A); design and evaluation of two integrated Hub approaches (in Victoria and NSW), that bring together education, human services and health sector agencies to better detect families living in adversity and respond to ACEs associated with depression, anxiety and

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suicidality (Theme B); development of a policy and evaluation framework for replicating and scaling up successful components of our integrated approaches through government and/or other funding across each relevant jurisdiction; and translation of research findings into policy and practice (Theme C).

The key purpose of this role is to coordinate implementation and evaluation activities at the CRE's co-designed Child and Family Hub in Wyndham Vale (Theme B). Key activities include coordinating training of Hub clinicians and supporting monthly case-based discussions at the Hub. Ultimately these activities aim to improve clinician detection of and response to family adversity.

The position is based at IPC Health in Wyndham Vale, but you will also have the flexibility to work from home and at the MCRI where appropriate.

The purpose of the Senior Project Coordinator is:

- Local stakeholder management, including regular meetings and communication with IPC Health, Wyndham City Council and other partners on the ground and community members
- Coordination of implementation
  - Be the touchpoint between implementation champions/ co-designers, staff working on the ground, IPC Health Exec and the CRE.
  - Organise suite of training for professionals.
  - Coordinate monthly case-based discussions for multidisciplinary clinicians.
  - Plans and conducts quality improvement activities and evaluation including, Plan Do Study Act (PDSA). cycles to evaluate and support Hub clinicians to ask about and respond to family adversity.
  - Manage implementation plan to ensure internal processes at IPC Health are operational for Hub activities.
- Management of recruitment of families and data collection
  - Contribute and oversee recruitment and data collection for evaluation, including local evaluation of co-design outputs, process evaluation and the main outcome evaluation for the CRE.
  - Oversee maintenance of study Redcap database.
  - Maintain standard operating procedures for research assistants.
  - Supervise research assistants in recruitment and retention of families.
  - Contribute to writing papers related to the Child and Family Hub.

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### Key Accountabilities

- Driving the Project Management and Coordination of the Child and Family Hub @Wyndham Vale, including coordination between internal research staff, and external clinicians, management, administration and the project team at IPC Health.
  - Facilitating regular Child and Family Hub team meetings.
  - Overseeing the implementation of practice approaches in the Child and Family Hub @Wyndham Vale.
  - Overseeing data collection activities for the Child and Family Hub @Wyndham Vale.
  - Engaging and building relationships with key stakeholders in health, social and education sectors in the Wyndham area.
  - Liaising and managing stakeholder expectations in relation to project delivery (time/resource/cost implications/risk) with support.
  - Conducting plan-do-study-act cycles at the Hub that support Hub clinicians to ask about and respond to family adversity.
  - Meeting deadlines within required timeframes, displaying good organisational, time management and prioritisation skills.
  - Contributing to the team/group and manages competing priorities/deadlines to deliver projects in a timely manner.
  - Conducting ethical research at the highest level of integrity and in line with the Australian Code for Responsible Conduct of Research and MCRI policies.
  - Developing the structure and content for reports independently from draft to final stage under supervision.
  - Presenting at internal and external forums as required.
  - Assisting and contributing to tender and grant applications.
  - 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

### Essential

- Tertiary qualification in relevant health or related field.
- An appropriate level of expertise gained from a combination of experience, training or professional accreditation.
- Demonstrated experience in project management, including planning, monitoring and evaluation.
- Demonstrated experience in changing clinical practice.
- Demonstrated ability to work independently with minimal supervision and prioritise workload to achieve team objectives within set timeframes.
- Advanced working knowledge of Microsoft Office suite.
- Experience working on complex quality improvement or research projects.
- Excellent interpersonal skills with a demonstrated ability to build relationships with multidisciplinary stakeholders.
- Experience in line management of junior staff.
- Knowledge of research ethics and data collection practices.

### Desirable

- Experience using REDCap database.

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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.*