



creating
possible

Position Description

Position Title:	Research Assistant
Salary Range:	MCRI Research Salaries - Level A Step 1-3 (depending on experience)
Reporting Manager:	VicCHILD Project Manager - Libby Smith
Direct Reports:	None
Home Group:	Prevention Innovation

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.

The **Prevention Innovation Group** works towards the best possible health outcomes for children via effective and sustainable interventions that can be systematically delivered in the universal, primary and secondary sectors. At the core of our program are population-based efficacy and translational trials of the highest quality, informed by our longitudinal studies. Focus areas include obesity, mental health, language and literacy, hearing impairment, sleep, and food allergy. Health services and health economics perspectives are integral to our work.

Position Overview

We are currently Seeking a Research Assistant to work within our Prevention Innovation research group. The ideal candidate will be someone who wishes to further develop his/her knowledge in child health and is interested in genetics

and community-based research. They should ideally possess the personal and professional skills needed to conduct the work detailed below on a day-to day basis with appropriate senior support and supervision of the Project Leader.

The successful candidate will work across several supported projects associated with the Victorian Childhood Hearing Impairment Longitudinal Databank (VicCHILD) <http://www.mcricri.edu.au/VicCHILD/>. This will involve participant follow-up, cleaning and analysis of genetic and epidemiological data, data linkage applications and assist with the preparation of reports and manuscripts.

VicCHILD is Victoria's population-based childhood deafness databank/biobank. With more than 1100 participants since commencement of recruitment in 2012, it holds close to 100% genetic samples and close to 100% consent for long-term data sharing, data linkage, and re-contact for future research. This innovative project brings together clinical, genetic, epigenetic and epidemiological expertise, combined with longitudinal population-based outcomes information. VicCHILD works closely with the following Melbourne Children's Campus statewide initiatives to co-create an internationally unique framework for large scale childhood deafness research:

- Dedicated Royal Children's Hospital clinical service
- Pioneering whole exome sequencing
- The Victorian Infant Hearing Screening Program, reaching over 99% of all babies born in Victoria
- The MCRI's:
 - LifeCourse research cohorts
 - Centre of Research Excellence in Child Language (CRE-CL), holding harmonised language data on around 10,000 children with normal hearing and hearing loss.
 - GenV, a large parallel whole-of-state birth and parent cohort for discovery and interventional research.

Key Accountabilities

- Contacting families of children with hearing loss for the purpose of recruiting families into research studies, making appointments, following up participants.
- Maintenance of REDCap database, record files, paperwork and computer files related to the project.
- Cleaning and analysis of datasets, including genetic and epidemiological data.
- Fostering relationships and liaising with key internal and external stakeholders to support the establishment of the International Hearing Network.
- Contributing to the administrative and other tasks involved in a large community-based databank.
- Co-supervision of student interns taking part in the CCCH internship program.
- Contributing to funding applications.
- Assisting and contributing to data generation for research and publications.
- Effectively communicating with senior members of the research team.
- Conducting ethical research at the highest level of integrity and in line with the Australian Code for Responsible Conduct of Research and MCRI policies.
- Working to improve skill base in research productivity and methodology.
- Assisting in high calibre, competitive research.
- Following standard operating procedures, study protocols and study guidelines.
- Continuous maintenance of neat and orderly records, lab books and data storage.
- Understanding and following field work guidelines GCP / ICH.
- 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.

Selection Criteria

Essential

- Tertiary qualification in BSc or BA /Honours/Masters in biostatistics, epidemiology, genetics, psychology, public health or related discipline, plus an appropriate level of expertise gained from a combination of experience, training or professional accreditation.
- Demonstrated computer skills, including software for data analysis (STATA or R), research databases and MS Office suite.
- Demonstrated capacity to work independently and achieve team objectives and results within set timeframes, while also working constructively with supervisor/mentor, and collaboratively in a team environment.
- Excellent time management, organisational and analytical problem-solving skills.
- Demonstrated excellent verbal and written communication skills.
- Demonstrated meticulousness in data collection and data management.
- High level of professionalism, integrity, and sensitivity to confidentiality and privacy.

Desirable

- Excellent interpersonal skills.
 - An interest in young children and their families, in child health and learning, preferably demonstrated through choice of degree and experience (where relevant).
 - Experience working within a research environment.
 - Demonstrated understanding of a range of research methodologies and their application in empirical 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.