



creating
possible

Position Description

Position Title:	Education Project Officer
Salary Range:	MCRI Professional & Administrative Salaries Level 5-7
Reporting Manager:	Amy Nisselle, Specialist Project Officer
Direct Reports:	None
Home Group:	Genomics in Society, Genetics Theme

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.

Genomics in Society

Genomic medicine - healthcare informed by greater knowledge of our DNA - is advancing rapidly. Technology now enables us to 'read' our DNA and use this information to change patient outcomes, improve treatment and save lives. But genomic medicine is not yet an ongoing part of everyday medical care.

The research team in Genomics in Society explores and evaluates the provision and impact of genomic technologies and genetic services, as well as contributing to the development of educational programs. The group sits within the Genetics Theme at MCRI. Our current research portfolio includes projects associated with the Australian Genomics Health Alliance and Melbourne Genomics Health Alliance.

Melbourne Genomics Health Alliance

Melbourne Genomics has a transformative vision: to generate the widespread, complex change necessary to deliver genomics for the benefit of patients. Our work drives equitable and effective translation of genomics into the Victorian health system. Established in 2013, Melbourne Genomics is a collaboration of 10 leading hospitals, research and academic

organisations, supported by the Victorian Government. Members include: The Royal Melbourne Hospital; The Royal Children's Hospital; The University of Melbourne; Walter and Eliza Hall Institute (WEHI) the host organisation; MCRI; CSIRO; Australian Genome Research Facility (AGRF); Peter MacCallum Cancer Centre; Austin Health; and Monash Health. To achieve its vision, the Alliance began a final four-year program of work in 2021 to sustainably embed genomic medicine into the Victorian health system. The new work program includes activities to embed genomics into clinical practice, to enable and develop the genomics workforce and to facilitate genomic information management.

Position Overview

We are seeking an experienced learning or instructional designer, ideally with a science background, who is excited by the prospect of working in the emerging field of genomics education. You will join an experienced Genomics Workforce team providing education for clinical, laboratory and data science professionals, through in-person workshops, immersion training programs, and online or blended courses. The Education Officer will be part of a team that adapts, develops, delivers and evaluates workforce development activities. The Education Officer will work closely with program stakeholders, including academics, clinicians, scientists and collaborators.

Key Accountabilities

- Contributing to implementing the Melbourne Genomics workforce education strategy based in a program logic approach.
- Applying contemporary learning design methodology and practices to develop high-quality, progressive educational content and activities.
- Developing, delivering and evaluating educational content and activities that align with intended outcomes, in collaboration with subject matter experts, external consultants and the program team.
- Ensuring that all projects are delivered as per the agreed parameters and to a high quality.
- Working with Melbourne Genomics teams and collaborators to ensure consistency across projects and delivery of resources to time, budget and stakeholder (internal and external) satisfaction.
- Undertaking other duties related to Melbourne Genomics projects as required.
- Participating in relevant activities of Genomics in Society and Melbourne Genomics.
- Engaging 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.

Selection Criteria

Essential

- Relevant tertiary or postgraduate qualification, e.g., education, bioscience/genetics/ medical education, learning design, or equivalent combination of education, training and experience.
- Experience in learning/instructional design, curriculum design and developing online content, including proficiency in representing complex ideas and information simply in an audience-appropriate way.
- Proficiency with learning design programs, e.g., Articulate 360 suite.
- Knowledge of biomedical science.
- Experience working collaboratively to develop educational programs, utilising internal and external subject matter expertise.
- Experience developing and coordinating continuing education activities and resources.
- Organisation, time management and prioritisation skills to meet deadlines.
- Demonstrated ability to work collaboratively and independently within a team environment.
- Initiative and independent judgement when faced with new content areas and contexts.
- Proficiency in Microsoft Office suite and other software related to learning design.

Desirable

- Experience with new approaches for active learning, particularly in online learning environments.
 - Experience with genetics/genomics (clinical or laboratory).
 - Experience and/or familiarity working with health-related organisations, such as hospitals and laboratories.
 - Demonstrated ability in creating and managing courses using Learning Management Systems.
 - Experience conducting learning needs analyses and/or evaluating educational programs.
 - An interest in medical research, public health and/or genomic medicine, preferably demonstrated through choice of subjects, thesis topics and/or work experience.
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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.