



Position Description

Position Title:	Project & Policy Assistant
Salary Range:	MCRI Professionals & Administrative Salaries Level 4 Step 3
Reporting Manager:	Monica Ferrie
Direct Reports:	None
Home Group:	Genetic Support Network of 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.

Position Overview

The GSNV Project and Policy Assistant will support the vision and mission of the GSNV to ensure People living with genetic, undiagnosed rare conditions flourish and live their best lives. This vision is what we seek to achieve through our mission: to have support included as an integral part of the health and wellbeing care continuum; to drive fairness and equity of access across testing, care pathways, treatments, research, clinical trial and support and to be a voice and force for positive change for our community. This role will engage with our community to explore and influence policy impacting equity of access, with a particular focus on vulnerable communities such as indigenous, people with disabilities, rural and remote, CALD communities, flexible communities etc. This role will also review and engage to utilise GSNV data and research opportunities and how they can benefit our community. The position will be supported by the development of a clear work plan on an annual basis outlining all activities for the year and timing. This exciting role will be fundamental to the success of the GSNV and our ability to function as an efficient, credible, responsive, and effective peak body.

Key Accountabilities

- Liaising with the genetic, undiagnosed and rare disease community to identify gaps in policy and actions.
- Working with GSNV projects and people to ensure the voice of vulnerable communities influences our work and advocacy.
- Developing advocacy positions through the identification of gaps and priorities.
- Exploring opportunities to utilise GSNV collected data.
- Identifying evidence gaps and work with the GSNV team to develop strategies.
- Leading projects that include the support of GSNV volunteers as identified as appropriate.
- Inputting into GSNV communications and reporting to our community and stakeholders.
- Engaging in GSNV planning and prioritisation.
- Supporting the delivery of the vision and mission of the GSNV.
- 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.

Support

- Actively participating in GSNV meetings and events.
- Ensuring the genetic, undiagnosed and rare disease community is listened to, has a voice and has a collaborative community pathway to engage and influence.
- Providing appropriate support to planning, project, events and GSNV stakeholders.

Organisational Relationships:

- **Internal:** GSNV staff, GSNV Committee of Management, MCRI corporate services.
- **External:** GSNV Community including people living with genetic, undiagnosed and rare conditions and those who support them, Department of Health (Victoria), Genetic Clinical Services and health professionals, GSNV Key Stakeholders, Social support services, Volunteers.

Selection Criteria

Essential

- Relevant experience in a not-for-profit organisation within the healthcare, genetic, undiagnosed, or rare disease sector.
- Excellent oral and written communication skills, ability to listen and learn and establish trust among various stakeholders.
- Collaboration and a solutions approach: co-operates and works well with others in the pursuit of team goals, collaborates and shares information, working well with the different working styles of others.
- Demonstrated initiative and self-motivation with ability to work autonomously.
- Ability to review data and establish research priorities
- Ability to plan and prioritise work to ensure outcomes are achieved, supports other people, and uses time efficiently.
- Develops realistic action plans and implements systems and procedures to guide, deliver and track progress.
- Recognises barriers and finds effective ways to deal with them.
- Comfort with ability to run small group seminars and workshops from time to time.
- Ability to prioritise workload in response to time frames and deadlines, including identify and resolving problems in a timely manner.
- Excellent understanding of Microsoft Office suite and ability to use for word processing, spreadsheets, and presentation applications.

Desirable

- A Masters degree in public health, genetic counselling or genetic health.
- Digital Media skills.

Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards.

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- 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 must 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.