



Position Description

Position Title:	Research Coordinator (Centre of Research Excellence)
Salary Range:	Health Professionals & Administrative Salaries Level 5-6
Reporting Manager:	Dinah Reddihough
Direct Reports:	Dinah Reddihough
Home Group:	Neurodisability & Rehabilitation

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

Our team has a Centre of Research Excellence in Cerebral Palsy (CP-Achieve) to address the needs of adolescents and young adults with cerebral palsy. A part-time coordinator position is funded as part of this Centre. The role of the Coordinator is to assist in the planning, organisation and implementation of the many activities of the Centre which involves both consumers and investigators from around Australia. There are also three overseas investigators from Canada and Sweden. The Research Coordinator supports the team to deliver projects or training in a timely fashion, to be a contact point for the Centre of Research Excellence and to assist in the administrative and financial duties of the Centre.

Key Accountabilities

- Creating and maintaining quality information resources (databases, secure file-share arrangements, spread-sheets) to ensure continuity of knowledge and information across teams and projects.

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- Managing the budget of the Centre of Research Excellence including liaison with the Finance team of the Murdoch Children's Research Institute.
 - Liaising with, and fostering relationships, between internal and external stakeholders
 - Assisting in the communication strategy of the Centre of Research Excellence.
 - Arranging meetings of investigator groups, and taking minutes when necessary.
 - Arranging educational activities, including advertising, securing venues, organising audiovisual equipment, preparing handouts and ordering refreshments if needed.
 - Managing the website.
 - Coordinating the management and production of educational material to a high standard, for example, fact sheets and brochures, including Knowledge Transfer resources.
 - Assisting in the production of reports pertaining to the Centre of Research Excellence.
 - Making appropriate arrangements for interstate and overseas visitors, including speaker venues, hotels, transport.
 - Coordinating PhD student contracts, stipend letters and offers.
 - 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

- Tertiary qualification in BSc or BA or related discipline plus an appropriate level of expertise gained from a combination of experience, training or professional accreditation.
 - Experience in effective and efficient project management including participating in the planning and coordination of projects.
 - Demonstrated capacity to communicate effectively with a wide range of stakeholders.
 - Demonstrated computer skills, including spreadsheets, database programs and word processing.
 - Ability to produce high quality resources and manage a website.
 - Well organised and reliable.
 - Commitment to strict attention to detail.
 - Ability to prioritise conflicting deadlines and manage the delivery of work product.
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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.