



Position Description

Position Title:	GenV Recruiter (Project Assistant)
Salary Range:	Professionals & Administrative Salaries Level 4-5 Steps 1-2
Reporting Manager:	GenV Area Manager and Senior Area Manager
Direct Reports:	None
Home Group:	Generation 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.

About Generation Victoria (GenV)

GenV is a world-first initiative aiming to transform the whole of the State of Victoria into a single dynamic solutions platform, breaking down barriers in research to solve pressing questions and translating that into tangible actions that can improve the health, development and well-being of children and their parents. One of the world's largest birth cohorts, GenV will be open to all 160,000 babies born in Victoria over two full years. Its design comprises consent; use of existing data and biosamples; augmented with GenV-specific measurement; and a design to maximise its multi-use potential e.g. to support trials, registries, place and community, discovery and health services research at the population level. See: www.mcri.edu.au/genv

GenV is led from the Murdoch Children's Research Institute and is supported by the Paul Ramsay Foundation the Victorian Government, the Royal Children's Hospital, and the University of Melbourne.

Position Overview

GenV Recruiters are highly motivated, have excellent interpersonal skills and an approachable, enthusiastic manner to enable successful recruitment of families. As a GenV Recruiter, you will need to be sensitive to complex and stressful situations and are comfortable in hospital settings with newborn babies. The role of the GenV Recruiter largely focuses on visiting all parents/guardians of newborn babies for each hospital during the recruitment period, inviting them to participate in GenV. Home births are also eligible. Visits with families are mostly conducted face-to-face and will occur shortly after babies are born while still in the birthing hospital; some will be recruited elsewhere, e.g. in outpatient clinics or by phone/videoconference. Successful recruitment of participants is a key component of this whole-of-state study and requires effective communication skills and knowledge of the study design and outcomes. The training needed to understand GenV and the processes involved will be provided as part of the role. GenV Recruiters are “the face” of GenV in the hospital community and will be instrumental in the success of the project. As part of the recruitment team, GenV Recruiters will report to the local GenV Area Manager and work as part of a team in the hospital environment. GenV Recruiters will engage and work closely with members of the clinical ward staff and the Victorian Infant Hearing Screening Program (VIHSP) teams.

The role would be suited to people with experience in Midwifery, Nursing, Allied Health, or as Research Assistants or Carers. The position is offered Part-Time (0.2 - 0.8EFT), with flexible hours over a 7-day roster.

The positions will be primarily based in clinical settings. Attendance at some training sessions at MCRI will be required.

Key Accountabilities

- Acting as an ambassador and role model for GenV at all times.
- Conducting recruitment visits (face-to-face and over the phone/videoconference) with families in accordance with GenV procedures (including use of detailed scripts and decision making flowcharts).
- Identifying and prioritising families requiring GenV visits.
- Completing data collection ensuring complete and high quality data.
- Providing parents/guardians with study information and answer questions about GenV.
- Informing and obtaining parental consent for GenV and collect information and biosamples.
- Establishing good communication lines and rapport with clinical staff at the assigned hospital(s).
- Undertaking training, continuing professional development, and competency assessments as required to establish and maintain a high level of recruitment competency.
- Maintaining an up-to-date knowledge of, and adhere to, the current processes and procedures for GenV recruitment.
- Ensuring optimal performance during recruitment visits in relation to the number of families visited and the percentage recruited, helping GenV become a ground breaking Australian initiative.
- Working as a member of the larger GenV team located across Victoria for purposes of training and quality assurance.
- Maintaining and cleaning recruitment equipment according to routine maintenance and hospital protocols.
- Other recruitment-related activities as required.

Administrative support duties

- Providing general administrative support to the GenV team.
- General reception duties: answering calls, distribution of messages and arranging outpatient appointments.
- General research duties: data entry, word processing, filing, document management and sending follow-up reminders to families for any outstanding components.
- Maintaining an up-to-date knowledge of, and adhering to, the current processes and procedures relating to administrative work.
- Maintaining adequate supplies and consumables for the recruitment visits to operate effectively, in liaison with GenV Area Manager.

General responsibilities

- Conducting administrative/recruitment duties at alternate hospitals/recruitment locations if required.
- Keeping accurate records and enter data into computerised systems, to ensure appropriate communication with other GenV staff to enable accurate handover between shifts.
- Liaising with parents, team members and health professionals.
- Ensuring optimal performance in relation to the indicators that are relevant to the project, including visit and recruitment rates, and timely communication with parents and stakeholders.
- Assisting in training new recruiters as required.
- Ensuring the safety and security of equipment at all times and report any problems to the Area Manager.
- Participating constructively in team based activities including professional development.

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- Working under the supervision of, and report directly to, a nominated Area Manager and/or Senior Area Manager (who may be located at an alternate location).
 - Participating in quality assurance activities.
 - Maintaining an accurate and complete database, including assisting with monthly quality audits as needed
 - Awareness of and work in accordance with MCRI and local hospital site(s) policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity, Confidentiality, Consumer and Community Participation, and Infectious Diseases.
 - Working in collaboration with relevant nursing, medical and clerical employees at hospital sites where GenV is recruiting.
 - Being respectful of the needs of patients, visitors and other staff and maintain a professional approach during all interactions.
 - Performing other duties as directed.
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Selection Criteria

Essential

- Excellent interpersonal skills and professional demeanour.
- Comfortable in engaging with people from diverse backgrounds.
- Excellent verbal and written communication skills.
- Demonstrated ability to build and maintain working relationships with key internal and external stakeholders.
- Excellent organisational, time management and prioritising skills.
- Ability to work well as a team member as well as independently when required.
- Ability to acquire required skills to operate recruitment equipment and conduct recruitment visits.
- Efficient computer skills and the ability to enter data accurately.
- Excellent attention to detail.

Desirable

- Experience working within the maternity clinical environment or the health care industry.
 - Experience supporting and caring for newborns and families.
 - Experience working within a research organisation.
 - Experience in customer facing roles.
 - Ability to speak more than one language to assist with verbal interpretation during the recruitment process.
 - A current and valid Victorian motor vehicle driver's licence and access to a road worthy motor vehicle with a minimum of third party insurance, to enable travel between hospitals, where necessary.
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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.