



creating
possible

Position Description

Position Title:	Genomics in Practice Senior Project Officer
Salary Range:	Professional & Administrative Salaries Level 7
Reporting Manager:	Melbourne Genomics COO (Naomi Burke)
Direct Reports:	1 Project Assistant
Home Group:	Genomics in Society

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.

Melbourne Genomics

The Melbourne Genomics Health Alliance brings together healthcare, research and academic organisations to address the challenges of incorporating genomic sequencing into the healthcare system. Our vision is for Victoria to be a world leader in the translation and use of clinical genomics in healthcare. The Melbourne Genomics Health Alliance operates under a true alliance model.

Position Overview

This position supports management and delivery of projects within the Genomics in Practice (GiP) workstream of the Melbourne Genomics Health Alliance program. Melbourne Genomics Health Alliance is a complex, whole-of-system change program supporting incorporation of genomic sequencing in healthcare in Victoria. The appointee will be comfortable with the dynamic nature of complex projects and will have the project management skills required to manage complexity. The appointee will be responsible for the day to day management of projects within the GiP workstream, liaising with a wide range of stakeholders, including academics and medical professionals across all levels

of responsibility. Excellent communication skills, including the ability to build professional, discrete and tactful relationships, is essential. The appointee will be the line manager for the GiP Project Assistant. In addition, project coordinators employed on projects funded through the GiP workstream will report into the GiP Project Manager, although this role will not be responsible for managing those individuals.

Key Accountabilities

Manage and deliver projects within the Genomics in Practice workstream of critical importance to the Melbourne Genomics initiative within established timeframes. This includes but is not limited to:

- Management of the day to day operational and tactical aspects of the designated projects.
 - Monitoring and reporting of progress, including through obtaining regular reports from project assistants embedded in projects, completing weekly status reports and providing regular updates to program team and stakeholders to ensure milestones and performance indicators are met.
 - Identification and management of risks and issues, including regular risk review and reporting.
 - Coordination of the relevant internal and external resources.
 - Preparation of documentation and reports.
 - Providing oversight and guidance regarding issues arising through conduct of the GiP projects and/or escalate if required in a timely manner.
 - Ensuring products produced in the course of the project remain fit for purpose.
 - Advising on and contributing to research governance expertise to development of protocols for projects funded within the GiP workstream.
 - Fostering relationships with key internal and external stakeholders, ensuring information is appropriately shared and expectations in relation to project delivery (time/resource/cost implications/risk) are managed.
 - Liaising and engaging with GiP investigators and stakeholders to ensure their understanding, commitment and contribution to Melbourne Genomics projects and alignment to the Program wide objectives.
 - Contributes to the team/group and manages competing priorities/deadlines to deliver projects in a timely manner.
 - 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

- Degree/Honours/Masters qualification in relevant field (e.g. Bachelor of Science, Master of Public Health).
- An appropriate level of expertise gained from a combination of experience, training or professional accreditation.
- Experience in project management from developing project plans and bringing a project to fruition within budget and within the agreed time frame.
- Experience in the planning, conduct and monitoring of projects.
- Demonstrated leadership skills.
- Experience in navigating and negotiating with multiple organisations and professional groups within a project management framework.
- Strong interpersonal and communication skills with experience communicating to a wide range of stakeholders.
- Demonstrates independent judgement and initiative.
- Demonstrated advanced computer skills, including spreadsheets, database programs and word processing.

Desirable

- Experience working within a health environment and/or within large, multi-sector collaborative initiatives.
 - Knowledge of biology, especially of genetics.
 - Human Research Ethics experience.
-

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.

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.
-

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.