

## Position Description

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<b>Position Title:</b>	GenV Project Inventory Officer
<b>Salary Range:</b>	Professional & Administrative Salaries Level 4-5
<b>Reporting Manager:</b>	Cohort Operations Coordinator
<b>Direct Reports:</b>	None
<b>Home Group:</b>	Generation Victoria (GenV)

### 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.

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### About the program: Generation Victoria (GenV)

GenV is a world-first initiative that transforms the whole of the State of Victoria into a single dynamic health and 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 younger adults (their parents). One of the world's largest birth cohorts, GenV will be open to all 170,000 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. **Learn more:** [www.genv.org.au](http://www.genv.org.au)

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## Position Purpose

The purpose of this position is to complete key administrative tasks that support the wider Cohort 2020s stream to support the overall Cohort 2020s objectives. Administrative tasks include assisting in reviewing and communicating operational processes, leading in management of equipment & consumables, supporting onboarding of new staff members, and maintaining systems and processes in collaboration with key stakeholders. This will enable the stream to operate smoothly internally, more widely with other streams in GenV such as Biodiscovery and Data Innovation and externally with key stakeholders and service providers.

## Key Accountabilities

- Coordinate day-to-day operational and inventory requirements of the Cohort 2020s
- Establish, maintain, and reconcile systematised administrative and inventory processes and documentation
- Logistics management of equipment and consumable stock, orders, and deliveries to hospital sites
- Inventory procurement and replenishment including purchasing, maintaining records and inventory tracking
- Support onboarding new staff requirements for equipment and consumables
- Stakeholder liaison and engagement

## Typical Duties

- Work together with the Cohort Operations Coordinator to undertake a range of Cohort HQ administrative functions which will support the GenV Cohort 2020s project objectives of inviting, recruiting, and retaining participants across the state of Victoria
- Consumable and equipment coordination including procurement, stock management, filling, and dispatching site orders to over 60 maternity hospital sites while coordinating & collaborating with over 30 stakeholders
- Liaise with Area Managers and the Cohort training coordinator to onboard and support new staff to ensure full staff coverage
- Drive the systematisation and process improvement of Cohort administrative activities
- Liaise with internal MCRI departments and external stakeholders
- Assist and contribute to risk and issue tracking and supporting documentation
- Other duties as required

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## Selection Criteria

### Essential Education:

- Certificate, Associate Diploma, Degree or equivalent experience in relevant field

### Essential Knowledge & Skills:

- Excellent communication skills (written and verbal) with a proven track record in successfully working with internal and external stakeholders
- Proficient in large project and team administration, especially document and knowledge management
- Proficient with project management and collaboration software, activity and task tracking
- Confident and proficient in use of technology (online platforms, wikis, videoconferencing, MS Office)
- Self-motivated, proactive, enjoys being challenged and is results orientated
- Ability to prioritise competing demands in a rapidly changing environment

### Essential Experience:

- Project administration of multiple concurrent projects
- Logistics/stock management across multiple sites
- Compiling, drafting, editing and formatting important internal and external reports and documentation
- Developing systems approaches to scalable processes

### Preferred:

- Understanding of health, early childhood, and research sectors
  - Developing process-related project content
  - Experience with Agile project practices
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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.*