



## Position Description

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<b>Position Title:</b>	Education & Learning Program Manager
<b>Salary Range:</b>	MCRI Professional & Administrative Salaries Level 8 to 9
<b>Reporting Manager:</b>	Sarah Davies
<b>Direct Reports:</b>	None
<b>Home Group:</b>	Policy and Equity

### 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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### Position Overview

Background to the role: The Centre for Community Child Health (CCCH) has been delivering education and learning (E&L) offerings to professionals who work with children and families for over 20 years. These offerings focus on relational practice and childhood development and mental health. The aim of the education and learning program is to promote evidence informed practice and build a sustainable funding base for CCCH.

The new Education and Learning Program Manager will manage, coordinate and grow the education and learning program. A 2023 review found that our market is strong and growing and there is a need for and interest in our offerings. A plan has been drafted that focuses in the first year on reorienting the program for sustainable and operational integrity. The Education and Learning Program Manager will finalise and implement this plan.

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Key deliverables for this plan include:

- Marketing and Branding
  - Create and implement a marketing plan
- Capability and Capacity
  - Review and improve operational processes to ensure efficiency and sustainability of human and financial resources
  - Establish and run a E&L advisory board
- Growth and Sustainability
  - Review existing offerings for improvements
  - Identify new opportunities with key stakeholders for new revenue streams
  - 3-year plan towards profitability including budget with profit and loss projections

Development and delivery of E&L activities across CCCH is diverse, involving a number of internal stakeholders located in different teams. It is expected that the E&L Program Manager will act as the central hub for development and delivery of E&L activities and provide strategic and operation leadership, along with co-ordination.

Key Challenges:

- Change management including towards a commercial mindset
- Prioritisation of activities
- Growing the program whilst optimising relationships and infrastructure of the Melbourne's Children's Campus: Murdoch Children's Research Institute, Royal Children's Hospital and University of Melbourne
- Growing the program will require the sourcing of funds and building of key sector relationships.

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### Key Accountabilities

- Manages the entire portfolio of education and learning operational, project and business development activities across CCCH, providing a clear framework to identify and prioritise activity implementation and strategic development opportunities.
- Responsible for the overall delivery and performance of all CCCH E&L activities
- Provides strategic and business-oriented direction and development for all E&L activities within CCCH
- Oversees all project management related to E&L activities as required
- Manage the team's budget, with oversight of all individual budgets within your area of responsibility
- Leads and participates in advisory, steering groups and committees as required
- Effectively communicates and influences a wide range of stakeholders in order to drive and impact activity outcomes
- Identifies, assesses and develops opportunities for business development
- In consultation, takes responsibility for new funding opportunities and leads the response
- Provides leadership and responsibility for team mentorship/coaching/training and developing a culture of learning and best practice
- Contributes to strategic planning in line with the Institute's strategic plan
- Collaborates across the Melbourne Children's Campus and other leading Australian & international groups
- Presents at internal and external forums and conferences
- 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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### What we need from you (selection criteria)

- Qualification in relevant field (e.g. Education, Public Health); higher educational qualification desirable
- A high level of expertise in leading education and learning programs of work, gained from a combination of experience, training or professional accreditation
- Demonstrated ability to bring a strategic and business mindset to growing an education and learning, or other, program of work
- Proven high level experience in navigating and negotiating with multiple organisations and professional groups
- Have managed a multidisciplinary team and the associated budget
- Demonstrated track record of business development
- Demonstrated experience and ability to lead and mentor employees and stakeholders in order to deliver organisational outcomes
- Demonstrated experience in business development
- Advanced working knowledge of Microsoft Office suite

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**Desirable:**

- Experience working in the education and training and development sector
- Experience working with LMS platforms and eLearning authoring tools.

**What skills you'll bring to us**

- Outstanding interpersonal and communication skills with experience communicating to a wide range of stakeholders.
- Strong independent judgement, initiative and influencing skills
- Strong business acumen
- Extensive experience in program management with multiple projects, from developing project plans and bringing a project to fruition within budget and within the agreed time frame
- Excellent ability to plan and prioritise work to meet deadlines, and to work calmly under pressure
- Ability to work collaboratively and with a high level of flexibility both in a team and independently, in an environment with changing demands

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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.*

**Have you made it this far?**

If you're still reading, we think there's a strong chance you might be our kind of person. Here's the thing, thought – research suggests that 60% of women and underrepresented folks might have already talked themselves out of applying. Even if you don't check every box above, we want to encourage you to introduce yourself. We believe a diversity of perspectives and experiences makes a team stronger – and the stronger our team, the closer we are to delivering our work in a way that meets more people's needs.