



Position Description

Position Title:	Senior Project Manager
Salary Range:	MCRI Professional & Administrative Salaries - Level 7-8
Reporting Manager:	Rare Disease Program Lead
Direct Reports:	None
Home Group:	Centre for Population Genomics

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 operational 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 partnership model amplifies opportunities to quickly translate research into clinical care.

MCRI includes a wholly owned subsidiary, the Victorian Clinical Genetics Services (VCGS), a private not-for profit organisation. VCGS is 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:

Our purpose:

We want all children to have the opportunity to live a healthy and fulfilled life.

Our 2025-2030 Strategy:

Towards Precision Child Health

We exist for a **purpose**, to give all children an opportunity to live a healthy and fulfilled life.

We **value** individuals with the determination to solve complex problems, who thrive on collaboration, and who embody honesty, respect, and accountability.

Our **goals** centre around an inclusive environment in which our people can undertake bold research that can be scaled for impact through strategic partnerships.

We **operate** in a collaborative environment, tackling problems in teams, across disciplines and across boundaries.

Our research generates evidence underpinning changes that **impact** the lives of children in our hospitals, in our communities, and across the globe.

What is the Centre for Population Genomics?

The Centre for Population Genomics is a collaborative initiative of the Garvan Institute of Medical Research (Garvan) in Sydney and MCRI in Melbourne. The Centre is directed by Daniel MacArthur who previously led a team at the Broad Institute of MIT and Harvard in Boston that was responsible for the development and open release of the Genome Aggregation Database (gnomAD), a collection of genetic data from over 140,000 individuals that has become one of the most widely-used reference databases in human genetics.

The Centre is focussing on developing cutting-edge tools and resources to facilitate the conversion of genomic data into improved diagnosis and treatment. Ultimately, the Centre will generate and manage the largest sets of genomic and clinical data ever assembled in Australia and apply these to solve various scientific and medical problems.

What is it like to work for us?

We are dedicated 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 invest in developing our People and fostering an environment where learning and development is central to our staff reaching their full potential.

The Institute is also committed to the safety of children and young people and takes a zero-tolerance approach to all forms of child abuse, exploitation, and harm. The Institute prioritises child safety in our decision-making at all levels of the Institute and supports our employees to understand and enact their safeguarding responsibilities.

Position Overview

The Senior Project Manager will lead the coordination and delivery of the Centre's Rare Disease (RD) Program, working across teams to ensure strategic goals translate into concrete action. This role will manage timelines, facilitate team workflows, and ensure milestones are met for collaborative research efforts in genomic medicine.

Reporting to and working in close partnership with the RD Lead, the Program Manager will act as the central point of contact across data science, software engineering, and scientific teams. They'll help translate strategic priorities into day-to-day tasks, troubleshoot blockers, and maintain oversight of deliverables across multiple workstreams.

We're looking for someone who sees what needs doing and gets it done – whether it's chasing up data access, coordinating a multi-team sprint, or ensuring small but critical admin tasks don't fall through the cracks. This is a role for someone who takes ownership, keeps the wheels turning, and makes sure nothing is left behind.

A key part of the role will involve managing external collaborations across Australia, the US, and Europe, coordinating shared timelines, reporting obligations, and joint deliverables with our global partners. The Program Manager will also support strategy execution and team development as the program grows.

This is a high-impact coordination role for someone who thrives on clarity, accountability, and communication, equally comfortable running a project meeting, solving logistical hiccups, and partnering with senior leaders to improve how we work.

If you get energy from contributing to a mission-driven program with real-world impact, and enjoy playing a critical role behind the scenes to make complex projects happen, this is a role where you can thrive.

This role follows a hybrid work model, combining working from home with regular onsite collaboration at either the Garvan Institute (Sydney) or MCRI (Melbourne), including quarterly team meetups.

Key Accountabilities

- Partner with the Rare Disease Lead to drive the day-to-day coordination and long-term delivery of the Rare Disease Program, contributing to strategic planning and ensuring operational clarity and execution.
 - Work across internal teams including data science, software engineering, project management, and scientific teams to connect workstreams, remove blockers, and ensure alignment with program priorities.
 - Own program logistics and task coordination, ensuring nothing falls through the cracks, from managing team workflows and timelines to handling ad hoc admin or operational tasks that keep the program moving.
 - Build and maintain strong relationships with external stakeholders across Australia, the US, and Europe. Ensure joint timelines and deliverables are clearly communicated, tracked, and delivered on time.
 - Design and refine lightweight processes that improve workflow and team efficiency, making it easier for the program to scale without losing clarity or momentum.
 - Work with the Program Lead and Project Management Working Group to triage new requests, prioritise work, assess dependencies, and identify risks early.
 - Champion effective remote work practices, helping the team stay connected, collaborative, and productive across locations and time zones.
 - Track and report on progress, preparing clear, concise updates on milestones, challenges, and impact for internal and external stakeholders.
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Selection Criteria

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- Minimum 5 years' experience in project or program management, ideally in a genomics, bioinformatics, clinical research, or related scientific environment.
 - Proven ability to manage complex, multi-stakeholder programs, including strong decision-making skills, clear communication, and the ability to build trusted relationships at all levels.
 - Experience working in or managing remote/distributed teams, with a track record of maintaining team connection, clarity, and progress in a hybrid or remote-first setting.
 - Demonstrated strength in translating strategy into actionable workplans, prioritising effectively, and making trade-offs in a dynamic environment.
 - Strong organisational skills, including the ability to manage multiple parallel workstreams, triage and resolve blockers, and ensure no task is left behind.
 - Experience working across technical and scientific domains, particularly with software engineering, data science, and research teams, to deliver shared outcomes.
 - Intermediate to advanced skills with modern project management tools (e.g. Jira, Trello, Confluence, Gantt tools, shared calendars and workflows).
 - Familiarity with genomic data workflows or tools is advantageous but not essential; interest and willingness to learn in this space is expected.
 - Comfortable managing external collaborations and navigating different organisational cultures and expectations across international partners.
 - Excellent verbal and written communication skills, including experience preparing briefings, reports, or updates for stakeholders and partners.
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Conditions of Employment

- Keeping children safe is our highest priority. We maintain rigorous safeguarding standards and employ comprehensive screening processes to ensure the safety of the children we work with. This includes mandatory screening processes for all successful candidates, including:
 - Valid Working with Children Check (or equivalent)
 - Satisfactory criminal record check
 - 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 Policy
 - The Institute is committed to the safety of children and young people, and takes a zero-tolerance approach to all forms of child abuse, exploitation and harm. The Institute prioritises child safety in our decision-making at all levels of the Institute and supports our employees to understand and enact their safeguarding responsibilities
 - We are committed to a diverse, inclusive workplace where all staff are supported to reach their full potential, regardless of gender, career status, age, disability, cultural background, religion or sexual orientation
 - 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.