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## Position Description

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<b>Position Title:</b>	Research Assistant
<b>Salary Range:</b>	MCRI Research Salaries – Research Assistant - Level A Step 1-3
<b>Reporting Manager:</b>	Program Coordinator
<b>Direct Reports:</b>	0
<b>Home Group:</b>	Transgender Health

### 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 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.

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## Position Overview

The Transgender Health Research Group is seeking to employ a passionate and organised Research Assistant to contribute to a range of research activities for the Australian Research Consortium for Trans Youth and Children (ARCTYC).

The Research Assistant will draw on their research knowledge, organisational skills, and an inclusive approach to support ARCTYC's ambitious research program, which includes data linkage, cohort studies, mixed methods research, and clinical trials. The Research Assistant will be involved across numerous stages of several studies and provide research, administrative and logistical support. Consistent with the successful candidate's skills, they may assist with study activities such as ethics applications, recruitment, site governance, data collection and analysis, and preparing research outputs.

They will work alongside a motivated team of researchers, clinicians, and trans young people who are committed to supporting the rights of trans young people and their families.

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## About the Transgender Health Research Group

The Transgender Health Research Group aims to improve the health, wellbeing, and belonging of young trans people through affirming, impactful and empowering research.

It is estimated that 2-3% of young Australians identify as trans, which is around 100,000 people between the ages of 10 and 24 years. There is increasing evidence that gender-affirming care, family support, and community connection significantly improves trans young people's wellbeing and quality-of-life, yet many trans young people continue to experience poor mental health and wellbeing due to discrimination, intersecting barriers to care, and gender dysphoria.

As a team, we are committed to producing research that supports the rights of trans young people and has a meaningful impact on practice and policy. To ensure research is conducted ethically and meets needs of trans young people, we actively involve people with lived experience in our work.

More information about our group is available [on our MCRI page](#).

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## About ARCTYC

The Australian Research Consortium for Transgender Youth and Children (ARCTYC) was launched with the aim of improving the health and wellbeing of trans young people and to further strengthen gender-affirming care in Australia. ARCTYC brings together a national network of researchers, clinicians, youth advisors, and community organisations to achieve this goal.

Through ARCTYC, MCRI is leading a Medical Research Futures Fund (MRFF) grant that has four streams of research:

- Harmonise data from gender services across Australia to do larger-scale analyses
- Collect new data to address questions related to the medium- and longer-term outcomes for gender-affirming care on trans young people's health and wellbeing
- Develop and evaluate new group programs that support the psychosocial wellbeing of trans young people and their families and
- Evaluate different models of gender-affirming care used in Australia, particularly for people who experience intersecting forms of marginalisation.

You can read more about ARCTYC on [our website](#).

The Research Assistant will provide research and logistical support across streams 2-4, with a focus on supporting recruitment, data collection and governance for c MCRI and the Royal Children's Hospital (RCH) in Melbourne.

They will work closely with a team of researchers at MCRI, as well as the broader network of researchers and collaborators involved in ARCTYC across Australia. The role may require some flexible days or hours during recruitment and data collection.

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## Key Accountabilities

- Support local recruitment and data collection for ARCTYC studies involving the Melbourne Children's Campus
- Assist with developing and/or adapting recruitment and communication materials for studies (e.g., consent forms, consent videos, flyers, newsletters)
- Support local governance and adherence to ethics requirements for ARCTYC studies (including multi-site studies and clinical trials)
- Support program delivery and adherence to risk management procedures for clinical trials at the Melbourne Children's Campus (Stream 3)
- Contribute to data collection and analysis, in-line with experience
- Contribute to preparation of research outputs, including manuscripts and presentations, in-line with experience
- Develop and maintain collaborative relationships with study participants, clinical staff, research staff, and collaborators
- Engage and collaborate with youth advisors, as required
- Participate in training and supervision
- Engage in the campus culture, including professional development activities and attending internal/external campus conferences and seminars
- Be aware of, and adheres to, MCRI policy on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes
- Conduct ethical research at the highest level of integrity in line with the Australian Code for Responsible Conduct of Research, Good Clinical Practice requirements, and MCRI policies

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## Selection Criteria

### Essential

- Experience and/or interest in research with trans young people
- Tertiary qualification in a relevant field (e.g. psychology, social work, biomedical science, public health) or working towards a qualification with an appropriate level of expertise gained from a combination of experience, training, and/or lived experience
- Strong organisational and time-management skills
- Excellent communication and interpersonal skills, including with young people and families
- Highly motivated, with a demonstrated capacity to work independently and collaboratively in a team environment
- Excellent attention to detail
- High level of professionalism, integrity, and sensitivity to confidentiality and privacy
- Current Good Clinical Practice certification and training, or willingness to attain

### Desirable

- ARCTYC recognises and values knowledge from lived experience. Trans and gender diverse people are strongly encouraged to apply.
- We encourage applicants from diverse backgrounds, knowledge systems, and lived experiences, including people who are Aboriginal or Torres Strait Islander, have a disability, and/or are from a culturally or racially marginalised background
- Experience and/or interest in clinical trials, multi-site research and cohort studies will be highly regarded.

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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
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- 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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### **Accessibility and Flexible Working Arrangements**

- The role is based at the Murdoch Children's Research Institute, co-located with the Royal Children's Hospital in Parkville, Victoria. The role is based with the Transgender Health Research Group, who are located on the ground and second floors of a clinical and research building. This building is shared with the Royal Children's Hospital, so you will regularly see clinicians, children and young people, and families on the ground and first floors.
  - The second floor is accessible via stairs, and the ground floor has no-step entry. There is access to an accessible all-gender bathroom on the ground floor, and additional all-gender bathrooms via stairs.
  - There is limited, paid parking, but the building is accessible via bicycle and public transport, close to the 58 and 59 trams.
  - You will share a workspace with a small group of other staff in the Transgender Health team. The office has overhead lighting and large windows with adjustable blinds. The noise is usually low but can increase in volume with traffic noises audible from the main road. Meeting rooms and quiet workspaces are available to book.
  - Our team supports flexible working arrangements, such as working from home on days without requirements to attend in person. The successful candidate can discuss a working schedule with their line manager. The role will involve team meetings on Thursdays.
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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.*