



Position Description

Position Title:	Project Officer
Salary Range:	MCRI Professional & Administrative Salaries – Level 5 Step 1 – Level 6 Step 1
Reporting Manager:	Translation and Knowledge Exchange Manager
Direct Reports:	None
Home Group:	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 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.

Position Overview

The Centre for Community Child Health provides leadership for the synthesis, dissemination and application of knowledge to optimise the impact of research and improve the health, development and wellbeing of children and families.

The Project Officer will work collaboratively with project teams to facilitate, undertake and evaluate translation and dissemination efforts to accelerate the application of evidence to policy and practice. They will have expertise in knowledge translation, project management, excellent communication skills and a commitment to a team-oriented collaborative approach. They will support the Manager and the Knowledge Translation team with the delivery of knowledge translation solutions and services to internal and external partners.

Key Accountabilities

- Provide guidance and support for knowledge translation planning, implementation and evaluation
 - Contribute to knowledge translation activities and events, including conferences, workshops and seminars/education sessions
 - Contribute to the planning and delivery of diverse projects and initiatives
 - Design, develop, edit, format and publish high-quality digital content and products
 - Basic graphic design/ability to generate diagrams and other visuals
 - Develop and implement communication plans including email campaign development and the coordination and monitoring of the CCCH social media
 - Synthesise materials to produce plain language content that is accessible and relevant to diverse audiences
 - Manage and monitor the CCCH website, support other users and liaise with site administrators
 - Inform the development and design of web and digital products
 - Drive project management for smaller projects under supervision
 - Establish and maintain positive, collaborative relationships with diverse stakeholders to meet project goals
 - Is aware of, and adheres to, MCRI policy on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes
 - Support campus efforts related to gender equity, diversity, inclusion and wellbeing through participation, active learning and/or role modelling our values
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Selection Criteria

Essential

- Tertiary qualification in relevant field (e.g. Public Health, Communications, Science)
- Demonstrated experience (5+ years) in knowledge translation/science communication or a related field
- Strong understanding of knowledge translation principles, strategies and frameworks
- Demonstrated ability to distil complex research findings into clear, concise and audience-appropriate content
- Excellent written and verbal communication skills, with experience in developing high-quality knowledge translation products
- Experience in building and maintaining effective partnerships with diverse stakeholders
- Strong interpersonal skills and an ability to demonstrate flexibility, initiative and diplomacy
- Experience in project management, including planning, monitoring, evaluation and reporting
- Highly motivated with the ability to work independently and collaboratively, and take on a variety of tasks as a member of a small team

Desirable

- Experience in campaign development and content marketing
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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

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

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.