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## Position Description

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<b>Position Title:</b>	Senior Project Coordinator (Capacity Building Lead)
<b>Salary Range:</b>	MCRI Professional & Administrative Salaries - Level 8 Step 1 – Step 4
<b>Reporting Manager:</b>	Team Leader / Senior Research Fellow
<b>Direct Reports:</b>	0
<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 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 Senior Project Coordinator, National Child and Family Hubs Network plays a key role in strengthening the capability, culture and effectiveness of Child and Family Hubs across Australia. Working within the Hubs team, the role leads national initiatives to build the Hub workforce, enhance practice quality and support consistent, evidence-informed service delivery.

The position collaborates with researchers, Hub leaders, service providers, community organisations and government partners to co-design frameworks, tools and supports that enable Hubs to deliver high-quality, equitable services for children and families. This includes leading the development of a national Workforce Leadership and Capability Framework, contributing to a national practice framework, and managing capability-building activities such as learning collaboratives, communities of practice and professional development resources.

The role requires strong project leadership, stakeholder engagement and the ability to translate research and practice insights into practical tools. The Senior Project Coordinator also supervises a small project team, contributes to strategic planning and represents the Network in internal and external forums, advancing the vision that all families can access the right support at the right time through their local Hub.

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## Key Accountabilities

- Works with Network research staff to inform a national survey of Hub staff capability building needs
  - Develops a workforce Leadership and Capability Framework with a range of Hub stakeholder working groups
  - Develops a national practice framework for Hubs
  - Manages capability building support for Hubs staff, such as Learning Collaboratives, communities of practice, liaison with individual Hubs and supporting Hub's communications (webinars, newsletters, website, conferences)
  - Seeks for opportunities to expand the range of supports for Hubs staff to build their capability to develop, implement and evaluate Hubs
  - Leads project management from submission to delivery across multiple projects within budget
  - Facilitates and leads internal and external meetings/workshops with stakeholders to achieve project outcomes
  - Negotiates and manages stakeholder expectations in relation to project delivery (time/resource/cost implications/risk)
  - Leads and participates in advisory and steering groups as required
  - Prepares the structure and content for reports as required by the project and group
  - Contributes to the team/group and manages competing priorities/deadlines to deliver projects in a timely manner
  - Leads, develops and pilots methods/protocols and leads on decision making
  - Develops the structure and content for reports independently from draft to final stage
  - Reviews content, quality assurance and leads critical analysis for reporting
  - Contributes and manages opportunities for translation across multiple projects
  - Recruits, supervises and mentors a small project team
  - Presents at internal and external forums and conferences
  - Engages in the campus culture including professional development activities and attending internal/external campus conferences and seminars
  - Adheres to MCRI policies on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes
  - Contributes to the strategic planning at the research group level in line with the Institute's strategic plan
  - Supports 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

- Degree/Honours/Masters/PhD qualification in relevant field (e.g. public health, health promotion, education, early childhood)
- An appropriate level of expertise gained from a combination of experience, training or professional accreditation
- Extensive experience in project management across multiple projects, from developing project plans and bringing a project to fruition within budget and within the agreed time frame
- Proven high level experience in navigating and negotiating with multiple organisations and professional groups within a project management framework
- Demonstrates advanced facilitation skills

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- Demonstrated experience and ability to lead and mentor employees in order to deliver project outcomes
  - Outstanding interpersonal and communication skills with experience communicating to a wide range of stakeholders
  - Demonstrates independent judgement, initiative and influencing skills
  - Exceptional writing skills and proven success in communicating research outcomes
  - A proactive mindset and ability to anticipate challenges and opportunities
  - Understanding of place-based approaches and/or early years and education systems
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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.*