



Position Description

Position Title:	Project Officer
Salary Range:	MCRI Professional & Administrative Salaries - Level 5 Step 1
Reporting Manager:	Program Manager
Direct Reports:	0
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.

Raising Children Network

Raising Children Network uses a multi-platform approach to promote access to its content and has a mass audience of new and return visitors. The project is funded by the Australian government and is overseen by a two-member consortium, comprising MCRI, the Parenting Research Centre (PRC), as well as the Raising Children Network Board of Directors. Raising Children Network is a high-volume, complex project, with a range of smaller content, web/IT, audio-visual and digital production projects that articulate and contribute to an award-winning resource that enables parents to learn about children's health, development and wellbeing and discover reliable information. <https://raisingchildren.net.au/>

Position Overview

This position is focused on contributing to maintaining the currency of content for the Raising Children Network website within one of the two partner organisations, the Murdoch Children's Research Institute (MCRI). raisingchildren.net.au provides parent-friendly, up-to-date, evidence-based information to a primary audience of Australian parents of babies, children and adolescents, as well as information on pregnancy and birth.

The full Raising Children Network team is dispersed across the MCRI and PRC, with oversight by the Director. This position involves assisting with the translation and synthesis of scientific evidence, and content development for the website. The role will also assist in establishing and maintaining key campus stakeholder relationships and the network of experts who collaborate in the content development and review process.

Challenges will include managing stakeholder feedback and working to tight deadlines. The Project Officer may be required to work across several additional related projects.

Key Accountabilities

- Works in collaboration with subject matter experts and the broader RCN team to review existing RCN content and ensure it reflects best available research evidence
 - Implements content currency processes and plans, as directed, and in accordance with RCN's content development protocols and style guides
 - Supports activities designed to embed raisingchildren.net.au into the professional practice of key professionals and partner organisations that support the health, development and wellbeing of children and families
 - Assists senior team members to collate information for funding submissions and reports e.g. RCN Board report, Senior Management Team reports, Government workplans and reports
 - Performs other tasks, where needed, to help meet project deliverables
 - Supports campus efforts related to gender equity, diversity, inclusion and wellbeing through participation, active learning and/or role modelling our values
 - Engages in 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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Selection Criteria

- Degree/Honours qualification in relevant field (e.g., psychology, public health)
 - An appropriate level of expertise gained from a combination of experience, training or professional accreditation
 - Strong written and verbal communication skills, with the ability to communicate complex concepts in clear, plain language and engage effectively with a range of stakeholders
 - Advanced working knowledge of Microsoft Office suite
 - Demonstrated capacity to work independently and collaboratively in a team environment
 - Excellent time management, organisational and analytical problem-solving skills
 - Previous experience using a content management system (CMS) considered an advantage
 - Understanding of a range of research methodologies considered an advantage
 - Accomplished at desktop publishing and advanced use of text editing and formatting software including Microsoft Publisher and Adobe products such as InDesign and FrameMaker considered an advantage
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Conditions of Employment

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- 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.