



Position Description

Position Title:	Project Officer (CTRL - Digital Consent)
Salary Range:	MCRI Professional & Administrative Salaries - Level 5 to 6
Reporting Manager:	Australian Genomics Research Projects and Partnerships Manager
Direct Reports:	None
Home Group:	Australian 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 corporate 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 rare model amplifies opportunities to quickly translate research into clinical care.

At MCRI, you'll also find our subsidiary organisation, the Victorian Clinical Genetics Services (VCGS), 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: re-imagine the future of child health.

Australian Genomics is an Australian Government initiative supporting genomic research and its translation into clinical practice. Through broad engagement and a national collaborative approach, it achieves two key objectives: to improve efficiency, reach and timeliness of genomic research projects, and to support Commonwealth State and Territory health departments in the implementation of genomics research outcomes by refining and communicating evidence to inform policy development.

Australian Genomics has developed a web application called CTRL ("control") to prototype and pilot dynamic consent in genomic research programs. The long-term vision for CTRL is for it to contribute to encouraging the broader application of electronic, dynamic and granular consent to genomic and other research programs. The aim is to increase engagement and to empower research participants to make choices their participation in research, and about secondary use of their health information. As such, CTRL is being offered as part of Australian Genomics' core capabilities to support publicly funded research in Australia.

What is it like to work for us?

We are committed 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 are also committed to developing our people and fostering an environment where learning and development is central to our staff reaching their full potential.

Position Overview

The Australian Genomics Project Officer will support the Research Projects & Partnerships Manager and other members of the Australian Genomics team. The role primarily involves building relationships with and working with prospective

and existing users of CTRL. The Project Officer is involved in end-to-end processes associated with adaptation and deployment of CTRL. CTRL is used by research teams to obtain consent for participation in research. This requires working with a broad range of stakeholders including research project coordinators/managers, software engineers, IT departments, human research ethics committees and research governance. The role also involves scoping new requirements, preparation of and presenting projects in internal and external meetings, and data management and analysis. Important elements of this role include stakeholder management, problem solving, and working to specific timelines.

Key Accountabilities

- Drives project management for specific projects under supervision.
 - Helps curate software product roadmaps, through discussion with stakeholders and analysis of competing products. Liaises with software engineers to convert the roadmap into a prioritised backlog for implementation.
 - Facilitates and leads internal and external meetings/workshops with the CTRL team and with stakeholders, with support and direction, to achieve project outcomes
 - Liaises and manages stakeholder expectations in relation to project delivery (time/resource/cost implications/risk), with support
 - Contributes to data preparation, collection and methodology as required by the project and research group
 - Contributes to the team/group and manage competing priorities/deadlines to deliver projects in a timely manner
 - Develops the structure and content for reports independently from draft to final stage under supervision
 - Presents at internal and external forums as required
 - Is engaged in the 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

Essential

- Qualification or demonstrable experience in a related field (e.g. science, health, information management, digital health, IT, computer science, marketing, or business) or qualifications in project management
- Demonstrated ability to work on projects throughout their life cycle, including scoping new requirements, development of a product/project roadmap, translating strategy into detailed requirements, and delivering projects according to stakeholder needs
- Strong interpersonal and communication skills with experience communicating to a wide range of stakeholders and cross-functional teams
- Demonstrated high attention to detail and accuracy of data in collation, communications and reporting.
- Self-motivated individual with proven ability to work independently as well as in a team, on multiple projects concurrently
- Confidentiality, discretion, sound judgment and attention to detail in handling personal and sensitive information.
- Consistent demonstration of initiative and strong problem-solving skills

Desirable

- A qualification or willingness to undertake training in Product Management, or certification for practical, relevant skills
 - Demonstrated experience in project management including planning, monitoring and evaluation of projects
 - Advanced working knowledge of Microsoft Office suite. Experience with software development, GitHub, and/or REDCap
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Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards
- 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 Standards Policy
- 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.