



Position Description

Position Title:	Rare Disease Program Manager
Salary Range:	MCRI Professional & Administrative Salaries - Level 8
Reporting Manager:	Dr Cas Simons
Direct Reports:	None
Home Group:	Centre for Population Genomics

Children are at the heart of everything we do.

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 translate research into clinical care quickly.

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.

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 an 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 are central to our staff reaching their full potential.

Centre for Population Genomics

The Centre for Population Genomics is a collaborative initiative of the Garvan Institute of Medical Research (Garvan) in Sydney and MCRI in Melbourne. The Centre is directed by Daniel MacArthur who previously led a team at the Broad Institute of MIT and Harvard in Boston that was responsible for the development and open release of the Genome Aggregation Database (gnomAD), a collection of genetic data from over 140,000 individuals that has become one of the most widely-used reference databases in human genetics.

The Centre is focussing on developing cutting-edge tools and resources to facilitate the conversion of genomic data into improved diagnosis and treatment. Ultimately, the Centre will generate and manage the largest sets of genomic and clinical data ever assembled in Australia and apply these to solve various scientific and medical problems.

Position Overview

The Rare Disease Program Manager will be an essential figure in the dynamic environment of the Centre's Rare Disease (RD) Program. The ideal candidate for this role will be a professional with an impeccable track record in project/program management and coordination, with an eye for operational efficiency and unwavering attention to detail. In addition, they will possess a keen interest in user-focused process creation and the opportunity to build the Centre's capability in effectively delivering outcomes for a large number of Rare Disease collaborators.

The candidate should exhibit an enthusiasm for genomic research and impact outcomes in the Rare Disease domain, coupling this with a unique ability to anticipate the needs of the RD Lead and team members, and thus working collaboratively to support the activity of the program overall. They will harmonise and connect the diverse needs of the Centre's data science, software engineering, project management and scientific teams for the RD team, facilitating efficient data processing and analysis across these groups while maintaining a broader vision for the RD program.

External stakeholder management with key stakeholders across Australia, the US and Europe will also be an important function for this role. Most importantly, the candidate will have a demonstrated experience in strategy development and partnering with senior leaders to effect organisational change. An individual who is a strategic thinker, continuous learner, and a trusted advisor will thrive in this role.

Prospective candidates will ideally be located at the Garvan Institute in Sydney or the MCRI in Melbourne. While CPG champions a remote-first/hybrid work model, we also value office interactions and quarterly face-to-face events. The perfect fit will be someone who flourishes in a virtual workspace and balances remote work with the office.

Key Accountabilities

- Support the Rare Disease Lead to facilitate all aspects of the Centre's Rare Disease Program, ensuring operational efficiency, collaborating on strategy and timely delivery of outcomes
 - Cultivate and maintain relationships with internal teams such as data science, software engineering, project management, and scientific teams. Facilitate seamless collaboration with these groups in order to advance the objectives of the RD team
 - Engage with external stakeholders to ensure clear communication and alignment of objectives. Efficiently manage and address challenges impacting these collaborators, ensuring that the Program's objectives are clearly communicated and understood outside of the organisation
 - Develop processes tailored to the Rare Disease domain that are focused on enhancing workflow and efficiency in the team. Regularly assess and refine these processes, ensuring that they remain efficient, effective, and in line with the Centre's existing processes and objectives
 - Collaborate with the Program Lead & Project Management working group to streamline both planning and the triage process, ensuring that incoming requests are assessed and prioritised, dependencies are understood, and potential risks are identified
 - Actively contribute to improving collaborative work practices tailored for a fully remote work environment
 - Provide regular updates, via reports and documentation, on the program's progress, challenges, and successes, ensuring stakeholders are informed and engaged
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Selection Criteria

- Bachelor's degree in a relevant field such as Data Science, Bioinformatics, Computer Science, Genetics, or a related discipline. A Master's degree or higher in the aforementioned fields would be advantageous and/or a minimum of 5 years of experience in project or program management, preferably in a genomics, bioinformatics, or related scientific field
- Proven ability as a senior manager, including demonstrated experience in decision making and relationship management
- Experience in managing or being a part of a remote or distributed team. Demonstrated ability in maintaining team cohesion and ensure effective communication in a fully remote work environment
- Proven ability to support the definition and execution of strategy, translating abstract ideas into actionable steps
- Demonstrated ability to provide clear direction and guidance based on defined strategy
- Intermediate to advanced knowledge of project management software and tools like Jira and Trello
- Experience in coordinating and liaising with software engineering, data science, and scientific teams
- Familiarity with genomic data processing and analysis tools and methodologies and a basic understanding of genomic analysis product platforms would be advantageous
- Proven record of working in close collaboration with a diverse group of internal teams and internal/external stakeholders
- Resilient and adaptable nature, ready to tackle unforeseen challenges
- Proven ability to prioritise, delegate, and meet tight deadlines
- Excellent written and verbal communication skills with an aptitude for open and direct communication with stakeholders

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- Demonstrated ability to handle and address external challenges, being ready to represent the program and its objectives outside of the organisation.
 - Proven ability to maintain an overview of tasks across diverse teams and anticipate potential needs
 - Evidence of continuous professional development, through courses, certifications, or workshops related to project management, genomics, or other relevant domains.
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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
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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 Standards Policy
 - 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.