



creating possible

Position Description

Position Title:	Executive Assistant
Salary Range:	MCRI Professional & Administrative Salaries- Level 6 Steps 3- 4
Reporting Managers:	Prof John Christodoulou, Director, Genomic Medicine Theme Ms Amanda Dettmann, Program Manager, Genomic Medicine Theme
Direct Reports:	None
Home Group:	Brain and Mitochondrial Research

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.

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 Executive Assistant provides operational and strategic project coordination support to the Program Manager and Theme Director, who also holds the role of Co-Leader, Brain and Mitochondrial Research Group. This position will also assist with coordinating projects across the Theme, Genomics Strategic Initiative and Flagship and other projects identified under the direction of the Program Manager and Theme Director. This role requires independent and effective stakeholder management across the research Groups, Partnerships, and Flagships around research management, project management, as well as significant intersection with key Research Support & Operations teams across MCRI, including Philanthropy, People & Culture, Business Development, Marketing & Communications, Innovation, Legal, and Finance.

Key Accountabilities

- Maintaining the Genomic Medicine Theme Director's calendar to ensure that all relevant information is presented to the Genomic Medicine Theme Director, and necessary action has been taken
 - Liaising with staff on a variety of matters on behalf of the Genomic Medicine Theme Director
 - Screening calls for the Genomic Medicine Theme Director, maintaining open lines of communication whenever possible
 - Ensuring the smooth running of the Genomic Medicine Theme Director's office and day-to-day business
 - Maintaining a filing system for the Genomic Medicine Theme Director's records
 - In the Genomic Medicine Theme Director's absence, reviewing correspondence received and responding as required, informing the Genomic Medicine Theme Director of actions as requested
 - Coordinating meeting rooms, catering and minute meetings as required by the Genomic Medicine Theme Director.
 - Providing administrative assistance to the Genomic Medicine Theme Director's research interests, including assistance with regular reporting requirements
 - Editing manuscripts, grant applications and abstracts for the Genomic Medicine Theme Director and staff members when requested
 - Managing journal processes through manuscript submission and proofing
 - Assisting in the process of grant preparation and submission on behalf of Genomic Medicine Theme Director, Program Manager and staff, including preparation and collating material including budgeting for grant applications, ensuring that applications are submitted according to the regulations of the funding organisation
 - Maintaining records of publications, grants, professional activities in CV and institute records
 - Maintaining the Genomic Medicine Theme Director's CPD record as required by the RCPA
 - Coordinating travel arrangements for Genetic Theme Director, staff, and invited visitors
 - Monitoring registration, abstract, travel and accommodation requirements
 - Facilitating reimbursements for paid invitations
 - Updating Brain and Mitochondrial Research group and the Genomic Medicine Theme webpages in consultation with Communications as required
 - Independently preparing structure and content for project reports as required by the Genomic Medicine Theme Director
 - Coordinating and arranging the annual performance review and development plan for staff who report to the Genomic Medicine Theme Director (CultureAMP)
 - Coordinating all staff employment administrative aspects as requested, such as:
 - Managing all HR & Payroll administrative aspects such as leave.
 - Arranging induction of and administration for all students such as Summer, Honours, Masters, & PhD students.
 - Acting on invoice and payment requests in a timely manner & Corporate Credit Card reconciliation (monthly)
 - Working with the Program Manager, coordinate a portfolio of projects on behalf of the Theme Director, providing a clear framework to identify and prioritise project implementation and strategic development opportunities
 - Assisting the Program Manager with the management of Genetics, Rare Disease Flagship and Brain and Mitochondrial activities including:
 - Reviewing and authorising expenditure, leave and travel for staff within the group at the instructions of the Genomic Medicine Theme Director and Program Manager.
 - Managing requirements of UoM in relation to Department of Paediatrics.
 - Providing administrative assistance to the research groups, including purchasing, travel, staff, and financial management
 - Working effectively with senior members of organisations such as University of Melbourne Department of Paediatrics, National Health and Medical Research Council, Royal Children's Hospital, Melbourne Genomics Health Alliance, Australian Genomics and medical research institutes both nationally and internationally
 - Liaising with the Communications Team regarding pending events and media opportunities, including public speaking events, manuscript releases, funding announcements, commercial agreements
 - Being aware of and working in accordance with MCRI policies and procedures, including Environmental Health and Safety, Equal Employment Opportunity and Confidentiality
 - Being respectful of the needs of all relevant stakeholders, including visitors and other staff and maintain a professional approach to all interactions
 - Attending in-house lectures and other events to learn about research and operational matters
 - Managing competing priorities/deadlines to plan and deliver projects in a timely manner
 - Engaging in the campus culture including professional development activities and attending internal/external campus conferences and seminars
 - Adhering to MCRI policy on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes
 - Exercising initiative and offer suggestions for improving processes
 - Involving others in the identification of change initiatives and the implementation process
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Selection Criteria

- Strong strategic Project Management, operational management, and organisational skills with the ability to multi-task and independently to plan, coordinate and organise projects
- 5 + years' experience in a similar role with experience working at an executive level
- Well-developed communication skills (written, oral and interpersonal) and the ability to liaise effectively with a broad of internal and external stakeholders
- Strong scientific literacy or background in science
- Excellent administrative and time management skills
- Ability to think strategically and independently to forward plan and monitor future priorities
- An advanced knowledge of Microsoft Office suite
- Demonstrated high attention to detail
- Ability to handle and uphold confidentiality with maturity and common sense
- Qualification in a relevant field and/or relevant experience in a similar role

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.