



Position Description

Position Title:	Project Officer
Salary Range:	MCRI Professional & Administrative Salaries Level 5
Reporting Manager:	Senior Program Manager, Raising Children Network
Direct Reports:	None
Home Group:	Strategy and Impact

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

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.

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.

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
 - Assist senior team members to collate information for funding submissions and reports e.g. RCN Board report, Senior Management Team reports, Government workplans and reports
 - Perform other tasks, where needed, to help meet project deliverables
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Selection Criteria

- Degree/Honours qualification in relevant field (e.g., psychology, public health) and/or an appropriate level of expertise gained from a combination of experience, training or professional accreditation
 - Strong interpersonal and communication skills with experience communicating to a wide range of stakeholders
 - Strong written communication skills, including the ability to express complex concepts in plain language
 - Advanced working knowledge of Microsoft Office suite
 - Demonstrated capacity to work independently and collaboratively in a team environment
 - Demonstrates independent judgement and initiative
 - 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 is highly regarded
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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.