



creating
possible

Position Description

Position Title:	Mid-Level Associate
Salary Range:	Individual Contract
Reporting Manager:	Senior Legal Manager
Direct Reports:	None
Home Group:	MCRI Legal

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.

About Research Support Operations

Our mission is to improve the efficiency and effectiveness of our researchers by focusing our efforts in three important areas: providing more time for research; improving research resources and services; and delivering an excellent research environment. More research time and better resources allows our researchers to be best placed to continue to make discoveries to improve the health and wellbeing of children.

Position Overview

The MCRI/VCGS Legal Office is responsible for handling a broad range of enquiries from 1500+ researchers and clinicians across campus. The Legal Office reviews and signs off on 1,500+ agreements a year, as well as providing other legal/regulatory advisory services. The Legal Office has a broad range of agreement templates to assist streamline set up of standard agreements (CDAs, MTAs, research collaboration agreements, clinical trial agreements, term sheet, licence agreements) and is responsible for managing a number of internal policies (confidentiality, modern slavery, complaints handling, etc). The Legal Office includes the Insurance and Compliance functions and works closely with the RCH/MCRI research ethics governance (**REG**) and Melbourne Children's Trials Centre (**MCTC**) to provide continuing legal education to all staff and generally promote good governance of all research and clinical trials across campus. The Legal Office prides itself on being approachable and making it transparent and easy for staff to seek practical, timely legal advice.

The Mid-Level Associate will be an integral member of the Legal Office with responsibility for many day-to-day legal matters, advice work and agreements. Mid-Level Associate will work closely with the Legal team, IP Manager, Innovation team, Chief Operating Officer and other members of Research Support & Operations (**RSO**) and MCRI/VCGS executive, academic and clinical staff.

Mid-Level Associate will provide advice with respect to legal and commercial risk of broader organisation strategy, document, review and negotiate all types of legal agreements and manage a diverse range of other legal matters as they arise (privacy, research ethics, clinical trials (sponsored and investigator-initiated), biobanking etc).

Key Accountabilities

- Timely and efficient legal advice and support to MCRI researchers, VCGS staff, REG, MCTC and RSO (e.g. Innovation, Grants) necessary to the daily operation of the business
 - Document, review and negotiate a range of legal agreements (and delegation for review where appropriate)
 - Coordinating and leading the initial review, negotiation and approval of confidentiality agreements, material transfer agreements and data transfer agreements, and variation agreements including for projects which may be complex and interconnected.
 - Referring proposed amendments for these agreements to the lawyers as appropriate.
 - Providing advice and guidance to internal clients with a focus on practical solutions aligned with the organisation's risk strategy.
 - Performing legal research tasks.
 - Be responsible for legal process improvement initiatives (including systems).
 - Provide support to senior lawyers as required.
 - Other duties as directed from time to time.
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Selection Criteria

Essential:

- Qualified lawyer (3-5PQE+) with good legal experience
- Excellent analytical, research and problem-solving skills.
- Ability to manage a number of competing priorities, stakeholders' expectations and provide timely responses
- Ability to build and sustain relationships and rapport with internal and external stakeholders
- Highly developed planning and organisational skills with experience in managing and prioritising a significant file load.
- Confidence to work autonomously, to seek input from others as needed and escalate issues appropriately.
- Ability to work collaboratively within a small team.

Beneficial:

- Previous in-house experience (experience in intellectual property matters valued favourably)
- Previous experience in the healthcare industry, universities or other research organisations will be highly regarded.
- Scientific qualifications valued favourably

Attitude:

- Outgoing and friendly personality with ability to build rapport with internal and external stakeholders quickly and sustain such relationships
 - Excellent communication skills, both written and verbal. Strong influencing skills with the ability to remain calm under pressure and manage conflicting requirements within required timeframes
 - A demonstrated commitment to high levels of professionalism whilst giving practical legal advice to non-legal people
 - A willingness to show a high motivation and demonstrated ability to act proactively and use initiative
 - A willingness to take on ad hoc tasks as required
 - Always exercise initiative and continue to contribute to the culture of innovation and strategic thinking in the Legal Office; and
 - A commitment to maintain confidentiality
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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.