



creating possible

Position Description

Position Title:	Systems Impact Manager / Senior Project Coordinator - Projects
Salary Range:	MCRI Professional & Administrative Salaries - Level 8-9
Reporting Manager:	Service System Innovation Manager
Direct Reports:	Senior Project Officers
Home Group:	Policy and Equity

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 are 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 will 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 Systems Impact Manager/Senior Project Coordinator - Projects position sits within the Systems Impact team of the Policy and Equity Research Group at the Centre for Community Child Health (CCCH). The vision of the CCCH is All Children Thriving and the mission is to significantly reduce inequities in childhood health and development within a generation.

The specific focus of Systems Impact is *All Children Thriving in the Early Years* with the goal: to work alongside systems, services and young children and their families and support them to think and act differently to:

- Redesign services and systems
- Partner with families and communities

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- Take evidence-informed action

The Manager/Senior Project Coordinator provides support and leadership on the development and implementation of a range of service development and evaluation projects. Duties include senior oversight of projects, managing and working with a multidisciplinary team of people, external stakeholder engagement, liaison with people from many walks of life, including parents, CCCH staff, senior hospital executives, government officials, and executives from major corporations. High level skills in a range of computer software packages are desirable.

Key Accountabilities

Decision Making Accountability

- Lead stakeholder management for Projects and support Systems Impact stakeholder engagement strategies
- Responsible for managing projects from submission to delivery including overall supervision of multiple projects to delivery
- Involved in strategic and senior management meetings within Centre for Community Child Health
- Sets own priorities and those of the team.
- Leads and/or participates in advisory groups.
- Keeps manager and directors of CCCH informed regarding stakeholder and project developments.
- With broad direction independently works through issues and initiates solutions to problems. Uses information from the sector, stakeholders, policy and research to solve complex problems

Grants/business development

- Attract and source funding for and projects within Systems Impact
- Responsible for writing funding submissions
- Seeks and develops opportunities for broader promotion and distribution of CCCH services, programs, materials and approaches
- Negotiates and manages stakeholder expectations in relation to project delivery (time/resources/cost implications/risks)
- Effectively communicates and influences a wide range of stakeholders to drive initiatives and impact project outcomes

Publications

- Oversees and manages technical and project reports to government and other funding bodies.
- Responsible for QA of reports to sign off stage.
- Reviews content and QA for others and leads critical analysis for reporting.

Translations

- Coordinates and facilitates community workshops and undertakes training on a range of issues relating to the work of Systems Impact

Leadership / Management

- Oversees and manages a range of quantitative and qualitative projects
- Work collaboratively with other Managers and the Associate Director in Systems Impact to collectively lead the team as a whole
- Conceptualise new projects and links across existing/past projects within the team
- Contribute to strategic planning activities as a member of the senior management team of CCCH
- Contribute to CCCH Senior Management Group
- Line manage, mentor and coach CCCH staff

Finance / Administration

- Conduct budgeting, forward planning, risk management, monitoring and evaluation for Systems Impact

Contribution to Scientific Community / MCRI

- Contribute to the strategic direction of the Institute and to fundraising, promotion and branding initiatives of the Institute, as required.
 - Involvement where appropriate, in the promotion of research links with outside bodies.
 - Contribute to the research culture of the research group and research theme through attendance at meetings associated with the research work of the research group to which the research is connected, and/or membership of a limited number of committees relevant to the group's research outputs
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Selection Criteria

Essential

- Honours/Masters/PhD qualification in relevant field (e.g., public health, evaluation, early childhood education or other field as appropriate)
- Extensive experience in evaluation including one or more of the following: developing and implementing monitoring and evaluation frameworks, developing/applying program logic/theory of change, evaluation rubrics, evaluation capacity building activities
- Extensive experience in place-based initiatives or approaches
- Demonstrated experience in one or more of the following: systems thinking/system change evaluation, quality improvement strategies and implementation, design methods including co-design/human-centred design, early years policy, relational practice
- Extensive experience in project management across multiple projects, from developing project plans and bringing a project to fruition within budget and within the agreed time frame, including managing multiple project budgets and stakeholders
- Demonstrated advanced interpersonal and facilitation skills

Desirable

- Demonstrated track record of success in securing external competitive funding is advantageous
- Demonstrated leadership and management of a multidisciplinary team in a matrix structure

Appointment level is dependent on skills and experience of the candidate.

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.