

Position Description

Position Title:	Systems Impact Manager/Senior Project Coordinator (Education and Learning)
Salary Range:	MCRI Professional & Administrative Salaries - Level 8-9
Reporting Manager:	Associate Director, Centre for Community Child Health
Direct Reports:	Senior Project Officers, Project Officers
Home Group:	Policy and Equity

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 Manager/Senior Project Coordinator 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 the 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:

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- Redesign services and systems
 - Partner with families and communities
 - Take evidence-informed action

This role holds responsibility for three components of work as follows:

1. Business development, including developing and identifying opportunities for research funding
The Manager/Senior Project Coordinator (E&L) will play a key role in communicating CCCH key messages through relationally focused learning and development products and programs. This position is responsible for the continued growth and dissemination of the Empowering Parent Empowering Communities (EPEC) intervention, the Family Partnership Model (FPM) and Platforms with a variety of partner organisations across Australia. The position is also responsible for business development of opportunities for CCCH to expand its market reach for current and future learning and development programs related to EPEC and FPM, including other associated programs.
2. Facilitation and delivery of content focused on relational practice
The Manager/Senior Project Coordinator will manage the design, implementation and quality standards of a variety of learning and development products. The Manager/Senior Project Coordinator will also provide content expertise related to relational practice to support the broader Systems Impact team.
3. Operations including leading a team and managing the associated budget
The team currently includes 3 Senior Project Officers who facilitate education and learning and one Project Officer who manages all associated administration. This role will also be responsible for mentoring, coaching and supporting supervision with the Senior Project Officers.

Key Accountabilities

Content expertise

- High level of familiarity with the Family Partnership Model (FPM), ideally including certification to facilitate all tiers of FPM and deliver FPM train the trainer courses
- High level of familiarity with the Empowering Parents Empowering Communities (EPEC) intervention, ideally including certification to facilitate all tiers of EPEC and deliver EPEC train the trainer courses*
- Contributes to broader CCCH projects in an expert advisory capacity as appropriate
- Delivers and facilitates CCCH's education and learning offerings to internal and external partners (see here for information about those offerings: <https://ccch.org.au/learn/>)

Management and leadership

- Manage CCCH oversight of the national growth of FPM, EPEC and related learning and development offerings.
- In collaboration with the Centre for Parent and Child Support (UK) and other CCCH stakeholders and service partners, identify and develop opportunities for, including funding, and implement Australian research focused on EPEC and FPM (a research team will be available to support research once funding is secured)
- Perform a conduit role between Australian users of FPM & EPEC, and the Centre for Parent and Child Support (UK), in the implementation of FPM and EPEC licence agreements
- Line manage, mentor and coach CCCH facilitators engaged in the delivery of partnership style learning and development approaches (relational practice, FPM, EPEC, Platforms)
- Provides content expertise and supervision related to all aspects of relational practice, FPM, EPEC, Platforms and related programs
- Manage the teams budget, with oversight of all individual project budgets within your area of responsibility
- In consultation with other managers in Systems Impact and the Associate Director, lead/contribute to new funding opportunities and lead/contribute to the tender/grant application as appropriate for each opportunity
- Work collaboratively with other Managers and the Associate Director in Systems Impact to collectively lead the team as a whole
- Contribute to and help lead operations and strategic planning for Systems Impact

Program and business development

- Develops, tests and refines a series of tools and packages that build on, promote and support the implementation of the CCCH relational practice framework and Platforms
- Designs and delivers specially tailored presentations, workshops and seminars focused on a number of related concepts focused on relational practices and partnership with parents

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- Seeks and develops opportunities for broader promotion and distribution of CCCH education and learning 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

Contribution to CCCH culture and programs

- Leads and participates in advisory, steering groups and committees as required
- Presents at internal and external forums and conferences
- Contributes to strategic planning in line with the Institute's strategic plan
- Collaborates across the Melbourne Children's Campus and other leading Australian & international groups
- Identifies and evaluates early opportunities for commercialisation
- Is engaged in the campus culture including professional development activities and attending internal/external campus conferences and seminars
- Is aware of, and adheres to, MCRI policy on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes

Selection Criteria

- Bachelors/Masters/PhD qualification in relevant field (e.g., public health, education, social work, or other as relevant) and/or an appropriate level of expertise gained from a combination of experience, training or professional accreditation
- Ability to lead and support theory-based reflective supervision for a team of facilitators
- Demonstrated ability to develop, implement and test a variety of education and learning products
- Advanced expertise in relational practice, ideally including FPM, EPEC
- Strong experience managing a multidisciplinary team and the associated activities and budget in a complex environment, including leading and mentoring employees to deliver meaningful outcomes
- Advanced facilitation skills and outstanding interpersonal and communication skills
- Experience communicating with a wide range of stakeholders including proven high level experience in navigating and negotiating with multiple organisations and professional groups
- Demonstrated independent judgement, initiative and influencing skills
- Demonstrated track record of success in securing external competitive funding is advantageous

Appointment level (Manager or Senior Project Coordinator) 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