

Project Coordinator

Make an important contribution to the health of future generations through medical research

Work with a world-leading, independent medical research institute

Located in Westmead—Sydney's and Australia's foremost biomedical research precinct

Children's Medical Research Institute (CMRI) was Australia's first dedicated paediatric research facility and is now one of the world's most highly regarded independent medical research organisations. Our research focuses on the four key areas impacting children's health: cancer, genomics and genetic diseases, neurobiology, and embryology. Our strong international reputation is based on decades of significant research outcomes in these areas of specialty. CMRI is also home to the world-first proteomics project, ProCan, which is changing the way cancer is diagnosed and treated. CMRI's research programs are supported by state of the art facilities and committed research and support staff. Our achievements are made possible by a loyal network of community supporters, highly engaged donors, and the very successful Jeans for Genes® and Great Cycle Challenge fundraising campaigns.

ProCan, the ACRF International Centre for the Proteome of Human Cancer, was established at CMRI in 2016. It is a major new program that applies innovative technology to analyse the protein content of small tissue samples. The goal of ProCan is to complete a comprehensive proteomic analysis of all cancer types to improve diagnosis, and to enable more precise recommendations for the effective treatment of cancer patients. ProCan will analyse tens of thousands of adult and children's cancers with a view to rapid translation of research findings into clinical practice.

An integral aspect of ProCan's research is the processing and analysis of up to 10,000 tumour samples each year over the project timeframe. Samples are sourced from multiple national and international collaborators. Scheduling and management of multiple engagements, projects and sub-projects are required to meet the project targets and deadlines, with the degree of quality expected by this world class facility. The goal is to achieve optimal efficiency and productivity without jeopardising data integrity. An overall goal is to operate clinical-grade processes to achieve accreditation and to facilitate translation of research results.

Project Coordinator

The ProCan Project Coordinator is responsible for administering and co-ordinating all types of projects, from simple activities to more complex plans. Working closely with the ProCan Research Program Manager (RPM) in the preparation of comprehensive project plans and carrying out various administrative and coordinating tasks, this role plays a crucial role in ProCan project delivery, through communication and collaboration with internal teams to track progress and issues so we can deliver results on time.

The successful candidate must hold the following:

- BSc in Business Administration or tertiary project management qualifications or related field
- PMP / PRINCE2 certification is a plus
- Experience in project management, from conception to delivery.
- Hands on experience with Project Office or other project management tools. As well as strong Microsoft Excel Skills (ability to create reports with PivotTables, Building Formulas, managing large datasets with functions, manipulate date, time, text and arrays, building charts and graphs)
- Demonstrated high level of organisational skills, including multitasking and time management skills.
- Detail-oriented, dependable, problem solver who has excellent written and verbal skills and can maintain effective working relationships in a team environment.

The position is a 2-year maximum term contract, subject to funding, and salary levels are dependent on the candidates' skills and experience. You will be provided with a competitive remuneration package in accordance with qualifications and experience. Additional benefits include the provision of a Public Benevolent Institution salary packaging scheme and participation in an employer-contributed superannuation fund.

Applications should include a cover letter (citing PV2233), curriculum vitae and contact details (phone/email) of three professional referees and be forwarded to recruitment@cmri.org.au

Closing date for applications is **15/09/2022**.

Please direct enquiries regarding the position to Edith Hurt, ProCan Operations Manager, ehurt@cmri.org.au.