

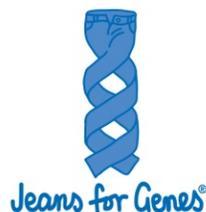
## Research Administration Officer Translational Vectorology Research Unit

- **Make an important contribution to the health of children through medical research**
- **Work with one of Australia's most respected national and independent medical research institutes**
- **Located in Westmead, one of Sydney's and Australia's major biomedical research hubs**

Children's Medical Research Institute (CMRI) was Australia's first dedicated paediatric research facility and is now one of the nation's most highly regarded independent medical research centres. CMRI's research programs are supported by state-of-the-art facilities and committed research and support staff. In a collaborative effort with the University of Sydney and the Sydney Children's Hospital Network (SCHN), CMRI has built a world-leading gene therapy program, capturing the entire translational journey from idea to therapeutic reality, including clinical viral vector manufacturing facility. Aligned with our efforts in the gene therapy space, CMRI has established Australian first Vector and Genome Engineering Facility (VGEF) dedicated to distribution of viral vectors and gene therapy tools and reagents, and Translational Vectorology Research Unit (TVRU), which specializes in the development of novel recombinant adeno-associated viral vectors (rAAV) and individualised gene therapeutics for the treatment of rare paediatric genetic conditions. Both laboratories benefit from direct leadership of Associate Professor Lisowski, a world expert in vector-based gene therapy. In addition to highly dedicated and motivated researchers, our achievements are made possible by a loyal network of community supporters, highly engaged donors and the very successful Jeans for Genes® fundraising campaign.

We are seeking a team-orientated, highly motivated, dependable, and enthusiastic **Research Administration Officer to the Unit Head of the Translational Vectorology Research Unit (TVRU)**. The Unit is led by Associate Professor Leszek Lisowski who, along with his research team, are developing novel bioengineered viral-vectors and individualized gene therapeutic strategies to treat paediatric genetic disorders. This is a fantastic opportunity for the successful candidate to enter a productive laboratory in a dynamic and professional organisation and to work directly with the principle investigator and his team in supporting this exciting research program.

The position will initially be a part-time position (0.5 FTE), with the option to become a full-time position after 6 months.



Some of the main duties will include:

- Organising the Unit head's diary, meetings and functions
- Coordinating travel arrangements when needed
- Preparation of files for internal meetings
- Meeting/conference preparation
- Correspondence and agenda organisation
- Accurately recording minutes from meetings
- General administration duties and housekeeping

Key requirements include, but are not limited to:

- High level of self-organization and attention to detail
- Ability to proficiently use Microsoft Word, PowerPoint, Excel and Outlook.
- Excellent written and verbal communication skills
- Independent with a strong sense of responsibility
- Previous experience in Medical/Research sector desirable
- Previous administration experience is highly regarded, but not essential
- Priorities will be given to candidates with background in science, especially genetics and/or translational research

The selected individual will be compensated 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 **PV2135**), curriculum vitae, relevant qualifications and contact details (phone/email) of three professional referees and can be forwarded to [recruitment@cmri.org.au](mailto:recruitment@cmri.org.au).

We will interview suitable candidates as applications are received. Closing date for applications is **10<sup>th</sup> August 2021**.

