

Job Description



Position Title	Project Coordinator	Level	B
Reports to (role)	Head, Epigenetics	Career Stream	Program
Team	Epigenetics of Health and Disease		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Project Coordinator provides high level administrative and operational support to the Epigenetics of Health and Disease team, a small research group studying how genetic and epigenetic variation shapes health and disease. Working closely with the Head of Epigenetics, the role coordinates projects, collaborations, finance, reporting and compliance across the team's research portfolio, while developing and maintaining the systems, processes and documentation that enable researchers and students to work effectively. The team is establishing its wet-lab program, and the role will coordinate the practical and administrative requirements associated with bringing laboratory work online, including consumables, protocols, sample logistics and safety compliance. The team works across Jira, Confluence, Slack, GitHub and Microsoft 365 and actively adopts AI tools to improve ways of working; we are looking for someone who is adaptable, organised and comfortable embracing new technologies and processes.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Project Operations	• Coordinate the team's research projects, maintaining plans, timelines, milestones and deliverables. • Track progress against funding, milestone and reporting obligations, and prepare progress reports. • Maintain team processes, knowledge and documentation so that information is current, organised and accessible. • Establish and maintain clear lines of communication and ensure team members are informed of project progress. • Contribute to oversight of project risks, mitigation strategies and emerging issues. • Communicate and coordinate with internal and external stakeholders, including collaborators,	• Projects and milestones are tracked, current and visible to the team. • Financial, reporting and compliance obligations are met on time and to a high standard. • Ethics, governance and agreement documentation is complete and current, with no avoidable delays. • Team documentation is

	service providers, affiliated universities and Institute support teams. • Support team financial management, including budget tracking, purchasing, invoicing and financial reporting. • Support research compliance, including preparing and tracking ethics and governance applications, amendments and annual reports, and data and material transfer agreements. • Support grant and fellowship administration, including assisting in the preparation of application documents. • Identify opportunities to streamline team workflows, including through automation and AI tools. • Other administrative activities as requested by the line manager.	accurate and well maintained. • Positive feedback from line manager, team and stakeholders.
Laboratory Operations & Research Support	• Coordinate the establishment of the team's laboratory work within Institute laboratory facilities, including access, inductions and workflow set-up. • Manage ordering, stock-taking and inventory of laboratory consumables. • Develop and maintain version-controlled laboratory protocols and records. • Apply and uphold national and Institute requirements for laboratory safety, biosafety, human research ethics and participant confidentiality. • Where experience allows, plan and conduct laboratory experiments, including nucleic acid extraction, quantitation and quality control, and PCR-based assays. • Conduct background research and contribute to research outputs, including manuscripts, reports, presentations and plain-language summaries.	• Laboratory operations are organised, compliant and ready to support team experiments. • Inventory and sample records are accurate and up to date. • Protocols are current, version-controlled and accessible. • Experiments, where undertaken, are well designed, documented and performed to a high standard. • Contributions to research outputs are accurate and timely.
Team Coordination & Engagement	• Organise team meetings, including agendas, minutes and follow-up of actions. • Coordinate onboarding of new staff and students, including Institute access, systems, training and inductions. • Support administrative requirements for students affiliated with partner universities (UWA and ANU). • Attend research project meetings as needed. • Work cohesively with team members, including remote colleagues, and with internal and external collaborators.	• Team meetings run regularly, with actions recorded and followed up. • New team members are onboarded efficiently. • Positive feedback from team members and collaborators.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls.	• Responsibilities are embedded in work practices. • Hazards are effectively

	• Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Institute policies and procedures.	managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.
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ESSENTIAL CRITERIA

Qualifications:	A Bachelor's degree in biology, biomedical science or a related discipline, with experience in a research environment.
Essential Skills, Knowledge & Experience:	• Demonstrated experience in project coordination or project management, preferably in a research setting. • Sound understanding of medical research and working knowledge of laboratory research practice. • Experience in financial administration and in managing compliance processes such as ethics, governance or safety requirements. • Excellent planning and organisational skills, with the ability to manage competing priorities and deadlines. • Strong written and verbal communication skills with scientific and non-scientific audiences. • High level of digital literacy and openness to adopting new tools, including collaborative platforms and AI tools. • Excellent attention to detail. • Demonstrated ability to work independently, take initiative and work within a team. • Ability to work with and respect diverse peoples, including Aboriginal, culturally diverse and gender diverse people.
Desirable Skills, Knowledge & Experience:	• Honours or higher degree in a relevant discipline. • Hands-on laboratory experience, including nucleic acid extraction, quantitation and quality control. • Experience in laboratory management, including sample management, record keeping, workflows and contamination control. • Experience with NGS library preparation or sequencing projects. • Experience preparing research ethics and governance applications in Australia. • Experience with grant administration and reporting (e.g. NHMRC, MRFF). • Experience using Jira, Confluence, Slack or similar project and collaboration tools. • Experience using AI tools to support research or administrative work.

DIRECT REPORTS

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Approved by:	Head, Epigenetics
Date approved:	01.10.2026
Reviewed by P&C:	01.10.2026