1. POSITION SUMMARY

The Administrative Assistant will support the work of the Helping Young People Early program (HYPE) Service Development program. The Administrative Assistant will be responsible for supporting and assisting with general administrative tasks as delegated by members of the HYPE Service Development Team.

2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.
- Orygen Special Services, a tertiary clinical service that is operated by North West Mental Health, co-located with us at Parkville and Sunshine and whilst not under the governance of Orygen, works in close partnership with us.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with ‘in-person’ clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.
- A policy think tank drawing on Orygen’s research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

HYPE is a clinical subprogram of Orygen. The HYPE Service Development program, part of Orygen Knowledge Translation, has been providing training and supporting services to develop and implement early intervention programs for Borderline Personality Disorder.
(BPD). This program runs year-long Cognitive Analytic Therapy (CAT) psychotherapy training courses, and delivers packages of support and training workshops within Victoria, nationally and internationally. The administrative assistant will provide support with the range of tasks associated with delivery of this program.

3. ABOUT ORYGEN

<table>
<thead>
<tr>
<th>VISION</th>
<th>Young people to enjoy optimal mental health as they grow into adulthood.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION</td>
<td>Reduce the impact of mental ill-health on young people, their families and society.</td>
</tr>
<tr>
<td>VALUES</td>
<td>Respect, accountability, teamwork, excellence &amp; innovation.</td>
</tr>
<tr>
<td>COMMITMENTS</td>
<td>First Nations people of Australia, young people and their families, LGBTIQA+ people &amp; culturally and linguistically diverse people.</td>
</tr>
</tbody>
</table>

4. KEY RESPONSIBILITIES/OUTCOMES

The Administrative Assistant will:

- Assist with day-to-day administration including document formatting and editing, photocopying and note taking.
- Maintain Smartsheet of student enrolments for Cognitive Analytic Therapy (CAT) courses and manage workshop registrations via the online webstore.
- Organise travel and associated logistics for team members and ensure that expenses are reconciled as required.
- Liaise with the communications team in the preparation and dissemination of stakeholder communications including e-news and website commentary.
- Upload and monitor content for web display through a centralised e-commerce database, Kentico.
- Liaise with the finance team in preparation of invoices for training and service development contracts.
- Arrange materials and catering for events and/or meetings.
- Undertake database management, particularly in the recording, basic analysis and management of training evaluation data.
- Undertake any other duties as reasonably requested.

5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

5.1 Essential

- Experience in program support or administration.
- Excellent communication skills including written and verbal across a range of mediums.
- Excellent computer skills including experience in using Microsoft Office and e-commerce programs.
• Ability to work autonomously and as part of a team, and demonstrate high level of organisation and initiative.
• Skills in proof reading, editing and general document formation and formatting.
• High level of attention to detail.

5.2 **Desirable**
• Knowledge of the health system of care, including primary care services and public mental health care system.

6. **SPECIAL REQUIREMENTS**

• Unrestricted right to live and work in Australia.
• A current National Police Check will be required.
• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
• A current Victorian driver’s licence (if relevant to role).
• You will be required to work across more than one of Orygen’s sites, which are currently located within the north and west of Melbourne.
• In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.

7. **ACKNOWLEDGEMENT**

Confirming this position description has been read and understood by:

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>