



POSITION DESCRIPTION

ADMINISTRATIVE SUPPORT OFFICER - EARLY PSYCHOSIS PROGRAM (AEPP) - NATIONAL PROGRAMS

Location:	Parkville
Division:	National Programs –Australian Early Psychosis Program (AEPP)
Salary range	Commensurate with skills and experience of successful applicant. Salary range \$50,000 to \$60,000p.a (pro-rata)
Employment Type:	Part Time 0.4 - 0.6 EFT/ Fixed Term Contract available until 30 June 2021, with possibility of extension.
Position reports to:	Associate Director AEPP

1. POSITION SUMMARY

The Administrative Support Officer will support the work of the National Program Administrative/Project Support team and in particular the work of the Australian Early Psychosis Program team. The Administrative Assistant will be responsible for supporting and assisting with general administrative tasks.

2. POSITION CONTEXT

Orygen's National Program's encompass the AEPP and Youth Enhanced Service (YES) which are funded by the Department of Health to provide technical assistance, consultation, support, and guidance regarding continued establishment and scale up to the national Early Psychosis Youth Services (EPYS) and the implementation of youth enhanced services.

The AEPP team provide specialist consultation, clinical expertise, service development consultation to support the ongoing implementation, establishment and scaling up of EPYS sites and associated resources and forums to facilitate fully functioning EPYS services. Orygen also has a focus on supporting a national EPYS network and assessing and supporting EPYS sites to achieve and maintain high fidelity to the Early Psychosis Prevention and Intervention Centre (EPPIC) model, along with supporting evaluation activities. The AEPP team also provide consultation and advice to the associated Primary Health Networks (PHNs) who are responsible for commissioning and implementing EPYS for young people in their region, as well as with lead agencies and other stakeholders.

3. ABOUT ORYGEN

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

4. KEY RESPONSIBILITIES/OUTCOMES

The Administrative Support Officer for AEPP duties include:

- Assist with day-to-day administration including document formatting, photocopying, note taking, proof reading, creating templates and producing training certificates
- Scheduling and organising meetings including writing up agendas and minutes, which are detailed and include specific outcomes and actions arising
- Organise travel and associated logistics for team members and ensure that expenses are reconciled as required. May also include credit card reconciliations and processing of invoice payments
- AEPP Learning Management System (AEPP Hub) administration requirements in conjunction with the team and the LMS co-ordinator such as log-ins, data reports, user support
- Liaise with the communications team in the preparation and dissemination of stakeholder communications including e-news and website commentary.
- Working in with the administrative events coordinator and assist with arranging materials, scheduling and catering for events such as AEPP Forums and/or meetings
- Assist with managing the National Programs enquiries inbox management
- Creating and disseminating surveys and reporting results as required and managing contact databases
- Assisting the AEPP team clinical consultants with administrative tasks to support their training and consultation activities, such as scheduling meetings, supporting attendees access, resource material distribution, group re-arrangements
- To work closely with other administrative team members to help prioritise tasks and support a positive team environment
- Any adhoc tasks to support AEPP team members
- Any other duties as reasonably required.

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 the suite of Microsoft Office programs.
- Demonstrated ability to work effectively as part of team and independently.
- Skills in proof reading, editing and general document formation and formatting.
- High level of attention to detail.
- Ability to reflect Orygen Values Vision and Mission.

5.2 Desirable

- Knowledge of the health system of care, particularly primary care services and youth mental health
- Capacity to travel interstate and stay overnight may be required to provide administrative support to nationally run forum and/or training.

6. PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Administrative Support Officer AEPP will be expected to have:

- An understanding of and commitment to ethics and confidentiality issues
- Proficient computer skills with a demonstrated ability in word processing, PowerPoint and database programs, and online platforms
- The ability to exercise good judgement and think critically and to understand and review standard operations procedures and work instructions

7. SPECIAL REQUIREMENTS

- A current Victorian driver's licence
- 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.