

ADMINISTRATION SUPPORT OFFICER



- Join a leader in youth mental health
- Support the management team to make a real difference to the model of care of young people
- Career development and growth opportunities in a growing organisation
- Part time (0.4 FTE) fixed term contract until 30 December 2021 with opportunities for further employment
- Access to generous NFP salary packaging and flexible work/life balance arrangements

****insert video – work for us****

<iframe width="560" height="315" src="https://www.youtube.com/embed/d20dKyETTrU" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe>

The Opportunity

Reporting to the Director, Clinical Services Innovation, the Administration Support Officer will work in a small team and will be responsible for supporting and assisting with general administrative tasks, including administrative support to the team designing and implementing a new model of care for young people in the north and west region of Melbourne.

If you have a passion for the field of youth mental health and want to make a real difference to the lives of young people and their families and carers and share Orygen's values of respect, accountability, teamwork, excellence and innovation, then we would love you to apply for the Administration Support Officer role!

About Orygen

The why behind what we do is important. We believe that all young people deserve to grow into adulthood with optimal mental health. Everything we do is focused on this outcome. Working side-by-side with young people, our partners and one another, we're redefining what's possible in global research, policy, education and clinical care.

The role & your impact

The Administration Support Officer provides administrative support to the management of the team designing and implementing a new model of care. It's a busy role, where your day may include:

- Coordinating diaries of team members including the Program Manager, Primary Clinical Services and the Director of Clinical Services Innovation
- Assisting with day-to-day administration including document formatting, photocopying, minute and note taking
- Assisting with setting up meetings (booking and preparing rooms for meetings) and putting together the Agenda
- Creating forms and questionnaires, track and analyse results
- Assisting in financial management including preparing invoices, submitting payment requests, reconciling expenses and record keeping
- Keeping CRM systems current and updated
- Assisting with monitoring program expenditure and ensure it is in line with the Clinical Services Innovation and Primary Services budgets
- Organising travel and associated logistics for team members and ensure that expenses are reconciled as required
- Liaising and collaborating with all parts of the Orygen Clinical Programs and Services

Benefits

Depending on your skills and experience, a salary up to \$60,000 p.a. (pro-rata) is offered plus superannuation, access to generous NFP salary packaging, flexible work/life balance benefits, well regarded supervision and a supportive team, career growth and development opportunities, purposeful work that makes a real difference to lives of young people and their families and carers and career opportunities within an organisation that is the leader in youth mental health.

About you

The key selection criteria that must be met to be successful include:

- Qualifications and/or experience in program support or administration
- Excellent communication skills including written and verbal across a range of mediums and with a broad range of professionals and stakeholders
- Excellent computer skills including experience in using Microsoft Office, Smartsheet, Qualtrics (desirable) and familiarity with CRMs and sharing platforms
- Demonstrated ability to work effectively as part of team and independently
- Skills in proof reading, editing and general document formation and formatting
- Data entry and systems management
- High level of attention to detail
- A commitment and passion to achieving positive change in Youth Mental Health

To view the FULL selection criteria and learn more about this opportunity, please go to www.orygen.org.au/About/Work-with-Us to view the Position Description or contact amelia.callaghan@orygen.org.au for a confidential discussion.

How to Apply

Please refer to the position description and submit a cover letter addressing the key selection criteria and your resume to careers@orygen.org.au, using the subject line 'Administration Support Officer' followed by your 'full name'.

Closing Date: Sunday 14 March 2021

You are encouraged to submit your application as soon as possible. Orygen may close the advertisement before the closing date.

Orygen is dedicated to gender equality, diversity and inclusivity. We strive to continue to build a culturally safe workplace where our values underpin the way we work and our strategic commitment to partner with First Nations people of Australia, young people and their families, LGBTIQ+ people and CALD people. We strongly encourage applications from the First Nations people.