



POSITION DESCRIPTION

ADMINISTRATIVE SUPPORT OFFICER, YOUTH ENHANCED SERVICES

Location:	Parkville
Division:	National Programs
Salary	Commensurate with skills and experience of successful applicant. Salary range \$50,000 to \$60,000 p.a. pro rata
Employment Type:	Part-time (0.6 FTE) position available until 30 June 2022
Position reports to:	Manager, Youth Enhanced Services

1. POSITION SUMMARY

Reporting to the Manager, Youth Enhanced Services, the Administrative Support Officer will support the implementation of key aspects of Orygen's work in relation to supporting Primary Health Care Networks (PHNs) in their commissioning and implementation of the 'Youth Enhanced' initiative currently being implemented across all 31 PHNs.

The Administrative Support officer will work in a small team and will be responsible for supporting and assisting with general administrative tasks as delegated by members of the Youth Enhanced Services (YES) team.

2. POSITION CONTEXT

Orygen has been engaged by the Department of Health to assist, support and guide the development of services that target young people with, or at risk of, severe mental illness. To date Orygen has provided consultation and advice to all 31 PHNs who are commissioning and implementing youth mental health services, particularly in relation to 'Youth Enhanced'.

The YES team have developed a comprehensive range of resources that support the work of the PHNs. In addition, intensive support is being provided to organisations responsible for delivering youth mental health services through a new initiative run by the YES team called the 'Implementation Lab'. With a focus on quality improvement and systems change, the Implementation Lab is working with six sites across Australia to build their capacity in delivering evidence-based interventions.

The position will work in collaboration with key members of the Youth Enhanced Services team and other Orygen departments.

REVOLUTION IN MIND

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 will:

- Assist with day-to-day administration including document formatting, photocopying, minute and note taking.
- Assist in financial management including preparing invoices, payment requests and record keeping.
- Assist with monitoring program expenditure and ensure it is in line with the National Program budget.
- Assist with writing up key national forums and meetings which have specific outcomes and actions arising.
- Organise travel and associated logistics for team members and ensure that expenses are reconciled as required.
- Assist with co-ordinating events and meetings.
- Assist with administration of the Orygen Learning Management System including authorisation and enrolment procedures.
- Liaise with internal and external stakeholders to coordinate telehealth secondary consultation sessions.
- Liaise with the communications team in the preparation and dissemination of stakeholder communications including e-news and website commentary.
- Support and adhere to Orygen's vision and strategic direction and adhere to all Health Services Occupational Health and Safety (OHS) and workplace policies and procedures.
- Exercise good judgement and think critically to review standard operations procedures and work instructions
- Liaise and collaborate with all parts of the Orygen programs including Research and Translation, Policy and Clinical.
- Any other duties as reasonably required.

5. SELECTION CRITERIA

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

1.1 Essential

- 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 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.

1.2 Desirable

- Knowledge of the health system of care, particularly primary care services, headspace services including headspace Early Psychosis, Youth Enhanced Services and the role of the Primary Health Networks (PHNs).
- An understanding of the current policy context for youth mental health nationally.
- Knowledge of relevant guidelines, plans and strategies related to the mental health service system.
- Capacity to travel interstate occasionally if required

6. PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- Duties at or above this level typically require a skill level which requires knowledge or training equivalent to:
 - Demonstrated experience in program administration and support
 - Demonstrated experience in working with and supporting a range of IT programs relevant to project management and platforms that facilitate information sharing and collaboration
- Well-developed IT and computer skills

7. SPECIAL REQUIREMENTS

- A current Victorian driver's licence (desirable)
- 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.