

AEPCC REGISTRY OFFICER



- **Join a leader in youth mental health, revolutionising services to our young people**
- **Be part of a supportive team with career development and growth opportunities in clinical care and research**
- **Fixed term until 30 June 2022 with opportunity for further employment**
- **Access to generous NFP salary packaging and flexible work/life balance arrangements**

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. Orygen is leading and redefining what's possible in global research, policy, education and clinical care. Find out more on our [website](#).

The Opportunity

This is an exciting opportunity to help lead and shape a new clinical research and translation venture across Australia. Orygen has received funding to establish the Australian Early Psychosis Collaborative Consortium (AEPCC) to create a national enabling platform for an early psychosis Clinical Trial and Translation Network (CTTN) and Clinical Quality Registry (CQR) that will focus on the critical early stages of psychotic disorders in young people.

AEPCC is seeking a Registry Officer to join our team to support the development and implementation of a CQR for the early psychosis sector across Australia.

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 join the Orygen team to revolutionise youth mental health.

The role and your impact

The Registry Officer will join the AEPCC team to build a unique enabling platform for the youth mental health sector across Australia that will have a lasting impact on the outcomes for young people experiencing serious mental-ill health. The AEPCC Registry Officer will:

- Deliver a compliant CQR in early psychosis to the sector
- Work with the boarder AEPCC team to ensure the CQR is meeting the deliverables of the wider AEPCC grant.
- Develop CQR policy and operational procedure documents
- Support the promotion and implementation of the CQR in new sites.
- Work collaboratively and effectively with all internal and external AEPCC stakeholders to deliver the program and registry in accordance with funding obligations
- Produce and manage data definition documents and data dictionaries
- Manage and obtain all necessary approvals for the CQR including ethics and governance applications and supporting applications for new CQR sites
- Coordinate data access requests in line with AEPCC data access policies.
- Produce relevant reports and CQR annual reports

About you

Essential to this role will be previous experience in establishing or working in clinical registries. In addition, you will bring:

- Tertiary qualifications in a health sciences or clinical discipline with experience in administration and/or management

- Demonstrated experience in delivering project milestones on time and within budget
- Extensive experience in data management and analysis, preferably at administrator level
- Highly developed stakeholder engagement and relationship management skills
- Highly developed and inclusive written and verbal communication skills
- An understanding of and commitment to ethics, privacy and confidentiality requirements, particularly in relation to the health information, medical research, data collection, storage, management and security.

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 Jo Fitzsimons at jo.fitzsimons@orygen.org.au for a confidential discussion.

Salary and benefits

Depending on your skills and experience, a salary of \$80,000 - \$90,000 (pro-rata) p.a. is offered plus superannuation and access to generous NFP salary packaging.

Orygen is committed to providing an inclusive work environment that supports employees to achieve their career goals without compromising their life goals. With this in mind Orygen offers a range of employment benefits including generous paid leave, flexible work arrangement, an employee assistance program, 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.

How to apply

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

Closing date: 5 pm Friday 24 September 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 commitment to First Nations people of Australia, young people and their families, LGBTIQ+ people and CALD people. We strongly encourage applications from the First Nations people.

Recruitment Agencies - *thank you for thinking of us, however we do endeavour to fill our opportunities through direct channels wherever possible. If we find that we do need agency assistance, we'll be in touch.*