

RESEARCH COORDINATOR



- Join a leader in youth mental health, revolutionising youth mental health through research based advocacy and reform
- Be part of a supportive team with career development and growth opportunities in research and research administration and support
- Fixed term for 12 months with opportunity for further employment
- Access to generous NFP salary packaging and flexible work/life balance arrangements

[Work for us!](#)

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

The Research Division is seeking a Research Coordinator who will have primary responsibility for ensuring the smooth operation and coordination of research projects and will be responsible for key administrative functions. You will be well supported operationally to ensure your career at Orygen is both fulfilling and rewarding without compromising on your life goals.

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 Research Coordinator is a crucial member of our research support team. You will:

- Provide ongoing secretariat duties to the Orygen Research Review Committee including preparing agenda, minutes, collating papers, sending memos, following up action items and coordinating other committee activities.
- Be the first point of contact for investigators with new projects, collate information and documents as required.
- Coordinate ethics application submission processes and provide advice on requirements.
- Oversee governance submission including providing advice on requirements and reviewing collaboration agreements and other documents.
- Maintain database of current and submitted research projects and their status.
- Monitor research projects against milestones and track participant recruitment rates.
- Maintain a database and filing system for grant applications, monitor progress and success rates and prepare regular reports for internal and external stakeholders.
- Produce quarterly reports on research performance as directed by the Director of Research for the Orygen Board.
- Coordinate the reporting requirements of internal and external stakeholders under the direction of the Research Manager.
- Coordinate research colloquia and other research events.
- Prepare appropriate reports and materials, attend meetings and associated research events as required and other tasks as directed by the positions' direct report.
- Participate in the development and review of research management policies and procedures.
- Assist with the preparation and coordination of correspondence and presentations. This may include the collation of information from internal and external stakeholders, as well as desk top research.

About you

Essential to this role is a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training. You are passionate, energetic and determined to make a difference to health outcomes for young people. In addition, you will bring:

- Strong interpersonal and verbal communication skills with the ability to relate effectively with a range of people across all levels of the organisation.
- Demonstrated problem solving/analytics skills with the ability to deliver creative solutions
- High level of proficiency in the use of standard application software such as the Microsoft Office suite.
- Demonstrated successful experience in a research coordinator role or equivalent in a university or research institute.
- Proven ability to coordinate a range of administrative/project activities and support to senior staff with a capacity to exercise sound judgement, diplomacy and discretion, and a demonstrated ability to handle information in a confidential and appropriate manner.

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 Suzie Lavoie at suzie.lavoie@orygen.org.au for a confidential discussion.

Salary and benefits

Depending on your skills and experience, a salary of \$75,000 - \$80,000 p.a. (pro rata) 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 'Research Coordinator' followed by your 'full name'.

Closing date: COB Friday 8 October, 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.*