
RESEARCH COORDINATOR

SEPTEMBER 2021



Location:	Parkville
Division:	Research
Classification/ Salary Range:	\$75,000 - \$80,000 p.a. (pro rata)
Employment type:	Part Time/Full time (0.8 to 1.0 FTE) position available for 12 months
Position reports to:	Manager, Research Enablement and Facilitation team

1. POSITION SUMMARY

The Research Coordinator will have primary responsibility for ensuring the smooth operation and coordination of research projects and will be responsible for key administrative functions. The position will need significant clinical research administration and/or project coordination experience (preferably in mental health or related field) to design, implement and manage systems to coordinate the various research projects and activities at Orygen.

The Research Coordinator will be responsible for secretariat duties to the Orygen Research Review Committee and manage a database of research projects and grants. The position will also provide data to populate and inform reports to the Orygen Board on a quarterly basis. The position will be expected to liaise with key stakeholders to support research project planning, organise events, and prepare relevant reports. The position will also be required to fulfil other duties as required by their direct report.

The position will report to the Research Enablement and Facilitation (REAF) team Manager and will be based at Orygen Parkville, 35 Poplar Road, Parkville.

2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.

- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.
- A policy think tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

The Research Program at Orygen employs approximately 150 people and engages in a wide range of research in youth mental health. The aims of research at Orygen are to find ways to better identify young people with or at risk of mental ill health earlier, develop and trial innovative treatments, to build understanding around the causes and impacts of mental illness and to provide an evidence base for reform of mental health systems for young people.

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, LGBTIQ+ people & culturally and linguistically diverse people.

4. KEY RESPONSIBILITIES AND OUTCOMES

The Research Coordinator 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.
- Maintain and develop key relationships including with the University of Melbourne and Melbourne Health research offices, and key grant funding agencies.
- 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.

- Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

5. SELECTION CRITERIA

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

5.1 Essential

- 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.
- Strong interpersonal and verbal communication skills with the ability to relate effectively with a range of people across all levels of the organisation.
- Excellent written communication skills including experience in minute taking and secretariat duties to a committee.
- Demonstrated ability to work independently and as part of a team.
- 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.

5.2 Desirable

- Knowledge of how to conduct human clinical research and the ethical conduct in human research.

6. SPECIAL REQUIREMENTS

- 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.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.

7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	