1. POSITION SUMMARY

The Senior Peer Workforce Trainer – Orygen RTO will assist in the establishment and management of Orygen’s new Registered Training Organisation (RTO). This role will be responsible for organising and developing high quality, evidence-based and clinically informed content for Orygen’s suite of nationally recognised training. Specifically, the Senior Trainer will be required to collaborate with the broader Orygen Knowledge Translation team and subject matter experts to establish a certificate IV in peer work, run a range of other vocational courses, prepare and deliver online learning content, manage and maintain the online learning system, provide trainers with ongoing consultation, support and supervision, and oversee the assessment of coursework.

The Senior Trainer will work closely with a multidisciplinary Knowledge Translation team in the development, coordination, marketing and delivery of vocational training courses. Orygen is seeking a highly motivated, highly productive individual with suitable qualifications and industry experience in mental health peer work and demonstrated experience in training and adult education to contribute to the development of this new initiative.

2. POSITION CONTEXT

Orygen is establishing itself as a Registered Training Organisation (RTO) - the primary purpose of this role is to establish and roll out the initial vocational training courses offerings, and oversee associated administrative tasks. Orygen’s strategic goal is ‘to educate, build the capacity of, and grow the youth mental health workforce within and external to Orygen’ as a key priority. The establishment of this initiative connects the two major arms of knowledge translation and workforce development – Orygen workforce training, and Orygen’s graduate courses run in collaboration with the University of Melbourne.

The Senior Trainer will work collaboratively with all streams of the broader Knowledge Translation team to ensure a consistent approach to workforce development initiatives and seamless articulation with the graduate courses on offer. The role will report directly to the Associate Director of Workforce Development, and work closely with the Associate Directors.
of Graduate Education and Workforce Development, as well as a range of clinical educators, researchers, lecturers and subject matter experts to achieve Orygen’s strategic goal.

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 Special Services, a tertiary clinical service that is operated by North West Mental Health, co-located with us at Parkville and Sunshine and whilst not under the governance of Orygen, 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.

3. ABOUT ORYGEN

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<tr>
<th>VISION</th>
<th>Young people to enjoy optimal mental health as they grow into adulthood.</th>
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<td>MISSION</td>
<td>Reduce the impact of mental ill-health on young people, their families and society.</td>
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<td>VALUES</td>
<td>Respect, accountability, teamwork, excellence &amp; innovation.</td>
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<td>COMMITMENTS</td>
<td>First Nations people of Australia, young people and their families, LGBTIQA+ people &amp; culturally and linguistically diverse people.</td>
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4. KEY RESPONSIBILITIES/OUTCOMES

The Senior Trainer will:

- Contribute significantly to the design and development of training strategies and training and assessment materials.
- Coordinate sessional trainers to ensure the successful delivery of training courses.
- Prepare and deliver online learning content for enrolled students.
- Manage and maintain the online learning system through which courses are delivered.
- Provide trainers with ongoing consultation and support.
- Conduct and supervise student assessment.
- Utilise web-based material and other technologies to develop and maintain online educational resources.
- Organise the development of new learning material through consultation with internal and external content experts.
- Develop and implement a business development strategy to attract students to courses.
- Identify opportunities to expand nationally recognised training options.
- Ensure compliance with the Standards for RTOs 2015.
- Complete or oversee the completion of required reporting activities and co operation with ASQA.
5. **SELECTION CRITERIA**

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

5.1 **Essential**

- Qualifications in Training and Assessment equivalent to Certificate IV in Training and Assessment or significant progress towards completion.
- Demonstrated industry experience in lived experience peer work, either with mental health or community organisations.
- Knowledge of peer work models and peer workforce issues in youth mental health
- Significant experience or vocational competency in youth mental health
- Familiarity with distance education methods and experience in online teaching and assessment.
- Experience of working with adolescents and young adults and an appreciation of adolescent developmental issues.
- Willingness to explore new educational methods for teaching and learning.
- Highly developed verbal and written communication skills.
- Well-developed organisational and time management skills.
- Demonstrated ability to effectively collaborate and engage with a range of internal and external stakeholders.
- High level of proficiency in the use of standard application software such as the Microsoft Office suite and web based applications.

5.2 **Desirable**

- Demonstrated commitment to maintaining industry skills and experience
- Demonstrated experience managing a registered training organisation
- A robust knowledge of the rationale, evidence base and treatments for early intervention in youth mental health
- High level knowledge of the use of online learning management systems in education settings
- Familiarity with the requirements of maintaining professional competency in the VET sector and commitment to ongoing professional development

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.
- A current Victorian driver’s licence (if relevant to role).
- You will 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:
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