
ADMINISTRATION SUPPORT OFFICER

FEBRUARY 2021



Location:	Parkville
Division:	Clinical Services Innovation
Salary Range:	Up to \$60,000 p.a. (pro rata) commensurate with skills and experience of successful applicant plus superannuation and access to salary packaging
Employment type:	Part time (0.4 FTE) position available until 30 December 2021
Position reports to:	Director, Clinical Services Innovation

1. POSITION SUMMARY

Reporting to the Director, Clinical Services Innovation, the Administration 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 Clinical Services Innovation team and the Program Manager - Primary Services.

2. POSITION CONTEXT

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people. Working side-by-side with young people, our partners and one another, we're redefining what's possible in global research, policy, education and clinical care.

Orygen Strategic Plan identifies developing, delivering and rolling-out best service models as a Strategic Priority, namely 'developing, implementing and evaluating an exemplar seamless integrated clinical service model for young people in the north and west region of Melbourne.'

This position provides administrative support to the management of the team designing and implementing this new model of care.

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/OUTCOMES

The Administration Support Officer will:

- Coordinate diaries of team members including the Program Manager, Primary Clinical Services and the Director of Clinical Services Innovation
- Assist with day-to-day administration including document formatting, photocopying, minute and note taking
- Assist with setting up meetings (booking and preparing rooms for meetings) and putting together the Agenda
- Create forms and questionnaires, track and analyse results
- Assist in financial management including preparing invoices, submitting payment requests, reconciling expenses and record keeping
- Keep CRM systems current and updated
- Assist with monitoring program expenditure and ensure it is in line with the Clinical Services Innovation and Primary Services budgets
- Organise travel and associated logistics for team members and ensure that expenses are reconciled as required
- 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 Clinical Programs and Services
- Any other duties as reasonably required

5. SELECTION CRITERIA

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

5.1 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, Smartsheet, Qualtrics (desirable) 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

5.2 Desirable

- Knowledge of the mental health system of care, particularly primary care services and headspace services
- 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

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

- 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 license (desirable)
- 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.

8. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	