

EXECUTIVE ASSISTANT – RESEARCH & KNOWLEDGE TRANSLATION



- 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 position available for 2 years
- 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

Research and Knowledge Translation are seeking an Executive Assistant. 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 Executive Assistant – Research & Knowledge Translation will provide:

4.1 Academic Support

- Maintain the Directors' Endnote libraries, CVs, and databases pertaining to grants, publications and conference presentations
- Maintain the Directors' Sapphire profiles
- Assist with preparing PowerPoint slides for the Directors, including updating slides with new research output/information
- Assist the Directors in managing University of Melbourne/Orygen reporting requirements for publications and other relevant metrics;

4.2 Executive Support

- Manage the diaries of Knowledge Translation and Research Directors
- Organise travel
- Take, produce and distribute minutes of meetings
- Liaise with relevant internal and external stakeholders

About you

Essential to this role is previous experience in providing academic executive support and have high level verbal and written communication skills. You are passionate, energetic and determined to make a difference to health outcomes for young people. In addition, you will bring:

- Demonstrated ability to maintain confidentiality.

- Excellent computer literacy skills, with solid experience in using Outlook, Word, Endnote, Excel and PowerPoint.
- Demonstrated analytical and problem-solving skills and demonstrated initiative and flexibility to prioritise work
- Excellent attention to detail, particularly in relation to the management of data.
- Demonstrated ability to learn and adapt to new systems.
- Demonstrated initiative and ability to work independently with general direction and broad supervision, as well as ability to work well in a team to achieve results.
- Experience in submitting academic or scientific journal articles

To view the FULL selection criteria and learn more about this opportunity, please view the Position Description or contact Professors Eóin Killackey at eoin.killackey@orygen.org.au for a confidential discussion.

Salary and benefits

Depending on your skills and experience, a salary of \$75,000 to \$87,500 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 'Executive Assistant – Research and Knowledge Translation; followed by your 'full name'.

Closing date: COB Wednesday, 15 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.*