1. POSITION SUMMARY

The Executive Assistant position is part of the Knowledge Translation and Research Programs at Orygen. The Executive Assistant will provide academic and executive assistant support to the Directors of Knowledge Translation and Research. Executive assistance tasks may include diary management and scheduling, travel arrangement, minute-taking and distribution and liaison with external and internal stakeholders. Academic support may include a range of academic administrative tasks, including managing publications in Endnote, managing CVs, updating information in online grant management systems, producing/updating PowerPoint presentations, identifying literature of relevance and submitting journal articles and other publications. The ability to liaise with Orygen research, clinical and professional staff on a range of matters is an important part of this role.

The Executive Assistant – Research & Knowledge Translation will report to and work under the direction of the Directors of Knowledge Translation and Research.

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. The Knowledge Translation program works to translate the discoveries of our research program, and other evidence into accessible training and professional development material for all stakeholders in youth mental health, locally, nationally and globally.

3. ABOUT ORYGEN

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<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, LGBTIQ&amp;A+ people &amp; culturally and linguistically diverse people.</td>
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4. KEY RESPONSIBILITIES AND OUTCOMES

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

4.3 Other
• Other tasks which may be assigned from time to time by the Directors consistent with the classification of this position.
• 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

- Experience providing academic executive support
- Demonstrated high level verbal and written communication skills with strong attention to detail, and the ability to liaise effectively and professionally with internal and external stakeholders.
- 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

5.2 Desirable

- A tertiary level qualification with Honours in any health discipline with relevant work experience;
- Ability to perform online literature reviews
- Experience or knowledge of the purpose and conduct of scientific research.
- Experience in using the University of Melbourne THEMIS system;
- Experience in using the NHMRC RGMS/Sapphire systems;
- Experience in a medical research/health or university/tertiary environment;
- An understanding of research publication categories and definitions;

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.
- 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:

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