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# YOUNG PEOPLE IN ORYGEN'S GOVERNANCE STRUCTURES – YOUTH ADVISORS TO THE PEOPLE & REMUNERATION COMMITTEE

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## CANDIDATE PROFILE 2023

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<b>Location:</b>	Virtual and/or Melbourne, Victoria
<b>Term of appointment:</b>	Three years
<b>Employment type:</b>	Volunteer (remunerated via an honorarium)
<b>Contact person:</b>	Manager - Youth Participation, Orygen

### 1. POSITION SUMMARY

Orygen is recruiting for two Youth Advisors to be appointed to the Orygen People and Remuneration Committee. This is a unique opportunity to provide a youth perspective to Orygen at the Board governance level. The People and Remuneration Committee's purpose is to oversee key people issues and to ensure that remuneration policies, practices and performance indicators are aligned with Orygen's purpose, values, and strategy.

As a Youth Advisor to the People and Remuneration Committee, you will contribute to the strategic decision-making of Orygen by sharing ideas, perspectives and opinions on key People and Remuneration Committee matters. The role will involve the following:

- attending governance coaching/training sessions;
- reading all relevant papers in advance;
- meeting with the chair of the committee or a delegate regularly;
- attending a minimum of 4 People and Remuneration Committee meetings a year in person or virtually; and
- constructively sharing your perspective during People and Remuneration Committee meetings.

You will be reimbursed for all travel expenses associated with this opportunity, and you will receive an honorarium for your time.

### 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 continuous improvement in the treatments and care provided to young people experiencing mental ill-health. Our activities include:

- **Five headspace centres** in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people operated by Orygen.
- The **Centre for Youth Mental Health**, a University of Melbourne research and teaching department.
- **Orygen Specialist Program** (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy, operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, the 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** which provides online and face-to-face training for the mental health workforce nationally and internationally.
- A **policy think tank** which draws on Orygen’s research and clinical expertise to partner and collaborate with crucial content experts from Australia and around the world to advise government policymakers.
- **Centralised professional support functions** which enables the organisation to achieve strategic and operational objectives.

Youth and Lived Experience Participation is an essential part of Orygen’s work. We believe it is crucial that young people are represented in decision-making at all levels and work to drive youth participation best practice in as much of our work as possible.

This role will be part of a broader group of six to twelve other young people who will be appointed to all Orygen’s Board and sub-committees throughout 2023. Orygen’s governance structures include the Board and five sub-committees, that provide expert advice to the Board on key areas of Orygen’s operations.

The People and Remuneration Committee reports to and is accountable to the Board. The committee is responsible for achieving assists the Board by preparing confidential evaluations and recommendations to the Board about key staff matters and executive and employee remuneration for Board consideration and approval.

The People and Remuneration Committee plays a key role in:

- Nominations of Directors for the Board and its Committees;
- Remuneration policy for the Executive Director, senior executives and employees;
- Remuneration packages for Executive Director and senior executives, and employee remuneration, benefit and superannuation programs;
- Recruitment, induction, retention and termination policies including talent and succession plans for the Executive Director and senior executives;
- Workplace Health and Safety policies and programs; and
- Wellbeing and engagement programs and feedback mechanisms

The People and Remuneration Committee meets at least 4 times per year in person or via electronic means (for e.g. zoom) and conducts business in accordance with Orygen’s constitution, its governance framework, all applicable legal and regulatory requirements, and policies.

As part of this program, you will receive a package of coaching, training, and other support to develop your leadership skills and governance knowledge. You will be expected to complete coaching and training on governance as part of this opportunity. All other Board Directors will be encouraged to attend youth participation in governance training.

Appointed young people will be remunerated at a rate of \$254.60 per People and Remuneration Committee meeting for their time. This will cover preparation (i.e. reading time), meeting attendance, training and coaching.

Orygen will cover all travel and accommodation costs for face-to-face meetings, and training requirements.

### 3. ABOUT ORYGEN

<b>VISION</b>	Young people enjoy optimal mental health as they grow into adulthood.
<b>MISSION</b>	Reduce the impact of mental ill-health on young people, their families and society.
<b>VALUES</b>	Respect, accountability, teamwork, excellence & innovation.
<b>COMMITMENTS</b>	First Nations people of Australia, young people and their families, LGBTIQ+ people & culturally and linguistically diverse people.

### 4. TASKS AND OUTCOMES

The People and Remuneration Committee is responsible for overseeing key people issues and to ensure that remuneration policies, practices and performance indicators are aligned with Orygen's purpose, values, and strategy.

The Youth Advisors to the People and Remuneration Committee will be responsible for the following:

- complete all necessary governance coaching/training provided;
- adhere to all People and Remuneration Committee policies;
- read all People and Remuneration Committee papers in advance of meetings;
- regularly meet with the chair of People and Remuneration Committee and/or a suitable delegate;
- attend all People and Remuneration Committee meetings (at least 4 per year) in person or virtually;
- contribute in accordance with the People and Remuneration Committee Charter;
- establish strong relationships with People and Remuneration Committee members, relevant members of the executive leadership team and the Youth Participation Team;
- participate in discussions, express views and provide advice during People and Remuneration Committee meetings as a representative of a stakeholder group of Orygen;
- provide advice, opinions and independent judgement to inform People and Remuneration Committee decisions;
- attend or participate in other activities as invited, required or available (i.e. advocacy opportunities, and organisational events);
- treat all People and Remuneration Committee meetings and People and Remuneration Committee discussions as confidential and not share committee papers or committee discussions outside of the committee, without the committee's permission; and
- comply with Orygen's policies and procedures, including holding others accountable and promoting a workplace culture that is safe, diverse and inclusive.

## 5. SKILLS, EXPERIENCE AND/OR QUALIFICATIONS

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

### 5.1 Essential

- Aged between 18 and 30 years of age at the commencement of the role
- Lived experience of the impacts of mental health and social and emotional well-being on young people in your community
- Commit to attending each People and Remuneration Committee meeting, completing pre-reading and other preparation, participating in coaching and training for the full term of this appointment.
- An understanding and a strong commitment to Orygen's purpose, objectives and vision.
- Current or recent engagement in youth participation, advocacy and/or youth leadership in the Youth and/or Youth Mental Health sector.
- Evidence of existing or emerging leadership skills.
- Ability to contribute to discussions at a strategic or systemic level.
- An understanding or interest in people issues such as remuneration, recruitment policies and practices; Executive or Board of Governance appointments; and performance indicators.
- Exceptional interpersonal skills and an ability to work with a broad range of people from various backgrounds and experiences.
- Highly developed verbal and written communication skills.
- An understanding of Microsoft Office and its relevant programs, use of email, and the internet.
- Acting in accordance with Orygen's values: Respect, accountability, teamwork, excellence and innovation.

### 5.2 Desirable

- An understanding of the Youth Mental Health sector or policy.
- Previous experience in Board governance or Board sub-committee involvement.
- Previous experience in managing people, recruitment and talent development, and/or Occupation health and Safety.
- We are seeking a diverse council of young people to meet, including young people who:
  - are First Nations people of Australia
  - are a member of one or more of the LGBTIQ+ communities;
  - are from a culturally and linguistically diverse (CALD) background;

- are a family member of a young person with mental-ill health;
- have a disability or chronic health condition; or,
- live in regional, rural and remote areas.

## 6. OTHER REQUIREMENTS

All Youth Advisors to the People and Remuneration Committee and volunteers at Orygen must have or be willing to obtain the following:

- Have the unrestricted right to live and work in Australia.
- A current National Police Check (within the last 12 months).
- A Working with Children Check.
- Proof of COVID-19 Vaccination.
- Access to a computer and internet.
- Able to travel to Melbourne, Victoria (travel costs to be covered by Orygen)

## 7. ACKNOWLEDGEMENT

Confirming this volunteer position description has been read and understood by:

Name:	
Signature:	
Date:	