
EXECUTIVE OFFICER – AUSTRALIAN EARLY PSYCHOSIS COLLABORATIVE CONSORTIUM

JUNE 2021



Location:	Parkville base. Flexible work arrangements - work in a way that suits you best and delivers agreed Orygen outcomes
Division:	Research
Classification/ Salary Range:	Commensurate with skills and experience of successful applicant
Employment type:	Full Time/Part time (0.8 – 1.0 FTE) Fixed term contract until 30 June 2023
Position reports to:	AEPCC Principal Investigator

1. POSITION SUMMARY

The Executive Officer will play a vital role in driving the establishment and implementation of the strategic deliverables of the Australian Early Psychosis Collaborative Consortium (AEPCC). The Executive Officer will be responsible for establishing and managing the business, general operational and administrative activities of AEPCC, including the establishment and operation of a Clinical Trials and Translation Network (CTTN), Clinical Quality Registry (CQR) and a Lived Experience Network.

Along with the AEPCC Principal Investigator, the Executive Officer will manage the AEPCC operational budget and resources including staff; co-ordinate the workplan; AEPCC governance committees (including the AEPCC Advisory Council, CTTN and CQR establishment committees and an internal operations group); and provide leadership and supervision for staff and other AEPCC team members which include a Registry Officer, Network Officer, a Lived Experience Network Coordinator and a Project Administrative Support Officer.

The Executive Officer will work closely with the existing Sponsor Operations team that co-ordinates, monitors and provides quality assurance as part of research activities at Orygen as well as other key research, operational and clinical teams.

A pivotal aspect of this role is to co-ordinate operational liaison through all functional areas and committees of AEPCC including chairing key committees as necessary, reporting to the funders and the AEPCC Advisory Council as well as the Orygen Executive and Board as required. The Executive Officer will also be responsible for supporting growth in membership of the network to ensure other key stakeholders are kept informed of AEPCC activities and promoting engagement and involvement in the efforts of the AEPCC.

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.

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, 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.

This is an exciting opportunity to help lead and shape a new clinical research and translation venture across Australia. Orygen has received funding to establish the Australian Early Psychosis Collaborative Consortium to create a national enabling platform for an early psychosis Clinical Trial and Translation Network (CTTN) and Clinical Quality Registry (CQR) that will focus on the critical early stages of psychotic disorders in young people. The AEPCC platform aims to catalyse, cohere and enhance the development, evaluation and translation of early psychosis research and its impact across Australia and globally.

AEPCC is a national collaborative initiative led by Orygen and will include the national system of Commonwealth government-funded headspace Youth Early Psychosis Programs (hYEPP) and State and Territory-based early psychosis services, the national early psychosis research sector and the early psychosis lived experience sector.

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 Executive Officer will be responsible for establishing and implementing the key AEPCC deliverables including:

- the AEPCC Clinical Trial and Translation Network;
- the AEPCC Clinical Quality Registry; and
- the AEPCC Lived Experience Network

This will involve a broad range of activities that include:

4.1. AEPCC Operations

- Prepare annual operating budgets in conjunction with Orygen Finance staff and manage finances, ensuring regular and accurate financial reports are received by stakeholders and funder as per agreed reporting timelines.
- Develop and oversee the implementation and evaluation of administrative practices, quality systems and processes in order to optimise AEPCC efficiency and support the achievement of quality outcomes.

4.2. AEPCC Leadership

- Build strong connections and positive working relationships with key stakeholders that contribute to the creation of a coherent, connected community among AEPCC members and the broader public, advocacy groups and research communities nationally and internationally.
- Contribute to the development of funding strategies and growth initiatives to support the conduct and sustainability of AEPCC, including the preparation of grant applications.
- Provide support to the governance committees and other functional areas, acting as the central point of contact, coordinating actions and outcomes to proactively ensure all outcomes and objectives of the committee are met efficiently and effectively.

4.3. AEPCC Stakeholder Engagement and Communications

- Develop and maintain the AEPCC stakeholder engagement plan (SEP) including communication strategies to enhance stakeholder and broader community awareness of AEPCC. This will include the preparation of reports, website updates and other social media and marketing activities, and production of newsletters (where appropriate) in conjunction with the Orygen Communications, Marketing and Fundraising team.

4.4. AEPCC Resource and staff management

- Line management to AEPCC staff (including but not limited to registry officer, network officer, lived experience network coordinator and administrative support officer).
- Manage external service providers to ensure optimal delivery of services and products.

4.5 Perform other job-related duties as assigned and commensurate with this position.

5. SELECTION CRITERIA

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

5.1 Essential

- A tertiary qualification in a scientific, analytic, or other health-related discipline or an equivalent combination of relevant experience and/or education/training will be considered.
- Significant management/leadership experience including management of direct reports and operational teams.
- Experience in health, health research, health management and/or health advocacy including lived experience communities if possible.
- Proven track record in bringing together diverse stakeholders and engaging in a common goal and delivery of strategic objectives.
- Experience developing and implementing policies and procedures.
- Highly developed interpersonal, negotiating and problem-solving skills.
- Outstanding written and verbal communication skills and be responsive to the needs of multiple stakeholders.
- Experience in budget development and management.
- Sound understanding of data management within local, interstate and/or international settings.

5.2 Desirable

- A post-graduate qualification in a health-related discipline, public health, project management, or a related field.
- Previous experience working with Clinical Trial Networks.
- Previous experience working with Clinical Quality Registries
- Experience working with boards or committees within an academic, health or not-for-profit environment.
- Experience in the development of quality systems and/or their implementation operationally.
- Sound understanding of clinical research with Good Clinical Practice (GCP)/clinical trial experience.

- Previous experience in database and/or website development and management (state-wide, national or international level preferred).
- Record of successful grant applications and publications.

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.
- Interstate and international travel may be required.
- 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.

7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	