



Position Description

Policy Intern

Location:	Parkville
Division:	Strategy & Development
Term of Appointment	12 weeks, 2 days per week
Approved By:	Director, Strategy & Development
Date Approved:	
Agreed By:	Executive Director
Date Agreed:	

1. POSITION SUMMARY

The Policy Intern position is an exciting opportunity for a young person aged 25 years or younger to gain experience and exposure to the world's leading youth mental health research and knowledge translation organisation, Orygen, The National Centre of Excellence in Youth Mental Health.

The position involves a 12 week placement (2 days a week) commencing in March 2017. The role will be located within the Policy team, working alongside researchers, media and communications advisers, clinical specialists and workforce trainers across the organisation

Through this role it is anticipated the Policy Intern will develop:

- A greater understanding of policy analysis, development and advocacy processes in the area of youth mental health.
- Skills in evidence synthesis through undertaking literature reviews, policy analysis, data assessment and producing research summaries.
- Knowledge and understanding of the youth mental health sector and service system in Australia.

2. POSITION CONTEXT

This position has been created as part of Orygen's Youth Engagement & Participation Strategy to provide opportunities for young people to be involved across all divisions and all levels of the organisation.

The Policy Intern will be based within Orygen's Policy team and will provide assistance with policy analysis, writing, and editing reports and other policy team projects, as relevant. One of the key tasks for the Policy Intern will be to

undertake literature reviews and produce research summaries to support of the development of policy responses for government and in providing strategic policy advice.

The areas of focus for the work of the Policy Intern will be determined by the policy environment at the time and the current deliverables of the policy group. Policy tasks will be discreet ensuring the Policy Intern is able to see a task through to completion during their time with the policy group.

3. ORGANISATIONAL INFORMATION

Orygen, The National Centre of Excellence in Youth Mental Health is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

At Orygen, our leadership and staff work to deliver cutting-edge research, policy development, innovative clinical services, and evidence-based training and education to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

Our work has created a new, more positive approach to the prevention and treatment of mental disorders, and has developed new models of care for young people with emerging disorders. This work has been translated into a worldwide shift in services and treatments to include a primary focus on getting well and staying well, and health care models that include partnership with young people and families.

Our vision is for all *Young people to enjoy optimal mental health as they grow into adulthood.*

Our mission is to reduce the impact of mental ill-health on young people, their families and society by:

- providing young people with emerging mental illnesses with stigma-free access to holistic, high quality and evidence-based clinical services.
- developing better interventions, treatments and service systems in youth mental health through research.
- supporting communities to better respond to mental ill-health in young people through public education and service development.

Our operating principles and values are:

- **Young people:** young people have the right to timely access to high quality, evidence-based, age-appropriate and respectful mental health care
- **Participation:** young people, families, and the community are key partners in improving young people's mental health
- **Evidence:** policy, practice and services in youth mental health should be informed by the best available evidence of what works
- **Innovation:** new approaches to prevention and care have enormous potential to improve mental health outcomes for young people
- **Optimism:** with appropriate supports young people can and do recover from mental ill-health and go on to achieve great things with their lives
- **Our people:** the quality and commitment of our team is integral to our success

Orygen has major collaborative partnerships with other research centres, and clinical-research organisations in Australia and around the world. These partnerships allow for the development and conduct of major research studies that will contribute to a better understanding of appropriate interventions and service systems for young people at different stages of mental ill-health.

Orygen partners with **headspace**: the National Youth Mental Health Foundation, and Orygen leads four **headspace** centres in the northern and western areas of Melbourne.

Orygen partners with a specialist regional youth mental health service (Orygen Youth Health Clinical Program (OYHCP) run by Melbourne Health), which operates from the same site as Orygen's main site at 35 Poplar Road Parkville. OYHCP offers specialist care to over 800 young people with serious mental disorders per annum.

The work of Orygen over the past decade has had a profound impact on early intervention and youth mental health, leading what could be argued is the most significant change in the mental health field during that time. This work has created a new approach and constructive attitude to the prevention and treatment of mental disorders, and new models of care for young people with emerging disorders. It has been translated into a world-wide shift in services and treatments to include a substantial focus on early intervention in health system approaches to mental disorders.

4. KEY RESPONSIBILITIES/OUTCOMES

The Policy Intern may be responsible for:

- Assistance with policy analysis, writing, and editing reports and other policy team projects, as relevant.
- Undertaking literature reviews and producing research summaries.
- Identifying and analysing youth mental health quantitative and qualitative data.
- Attending policy team, strategy and development divisional and Orygen organisational meetings, as well as other designated events or forums.
- Liaison with other divisions of Orygen, as well as young people involved in the organisation through the Youth Advisory Council, Youth Research Council and headspace Youth Advisory Groups.

5. SELECTION CRITERIA

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

5.1 Essential

- Possess a keen interest in policy research and analysis with a focus on young people's mental health and wellbeing.
- Experience conducting literature reviews and other background research for specific topics.
- Experience working with Excel spreadsheets and/or databases (e.g. ABS/AIHW) and conducting basic statistical analyses.
- Strong organisational, planning, writing, proofreading, and oral communication skills and an attention to detail.
- Possess initiative to carryout duties with minimal supervision.
- Minimum qualification: 3rd year undergraduate studying in a relevant discipline such as social policy, public policy, politics, psychology or related health discipline.

5.2 Desirable

- An understanding of the present policy context in relation to youth mental health.
- Research experience.

6. JOB COMPLEXITY, SKILLS, KNOWLEDGE

6.1 Level of Supervision/Independence

- Subject to broad direction and working with a considerable degree of autonomy with support, within the remit of the policy intern program.
- May have some project responsibility for policy outputs involving staff and other young people.

6.2 Problem Solving and Judgement/Risk

- Responsible for input into the achievement of organisational objectives and programs as detailed in the Policy team's work plan.
- Demonstrated capacity to undertake literature reviews and produce research summaries.
- Understands that the Parkville site is a health facility and requires an awareness of the respect young people require.

6.3 Breadth of the position

- With support, research, review and provide research summaries to support the development of policy positions inline with Orygen's vision statement.
- Supported to liaise with internal client areas in the development of the teams policy positions.

6.4 Special requirements

- All workplaces are non-smoking environments
- Current Working with Children Check will be required
- A current National Police Check will be required
- Any offer of the role is conditional upon receipt and maintenance of a satisfactory Working with Children Check
- Intra and interstate travel may be required.

7. POLICIES AND WORKPLACE PRACTICES

All Orygen employees and volunteers are required to familiarise themselves with the organisation's policies and procedures and to adhere to them at all times.

It is expected that at all times, employees will:

- be respectful towards Orygen, supervisors and other colleagues, young people engaged in Orygen activities and their families, and the general public.
- be aware of and work to the objectives of Orygen.
- work collaboratively with all colleagues and external organisations engaged in Orygen activities.
- act in a safe and responsible manner at all times.

8. OCCUPATIONAL HEALTH and SAFETY (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.