COPY EDITOR AND TEAM ADMINISTRATOR

MAY 2024

POSITION SUMMARY

Location:	Parkville		
Functional area:	Orygen Digital		
Classification/ Salary:	$85,000 – $90,000 pro rata commensurate with skills and experience + 11% super + access to $15,900 NFP salary packaging		
Job level:	Level 3		
Reports to:	Clinical Content Lead, Orygen Digital		
Employment type:	Part to Full time (0.8-1.0FTE)		
Employment length:	Ongoing subject to funding		
Direct reports	No	Indirect reports	No

POSITION PURPOSE STATEMENT

The Copy Editor will work within the Orygen Digital content team to review and edit MOST therapy content to ensure conciseness, adherence to the style guide, and professional standards. The Copy Editor will work closely with the writers in the team, to suggest changes to enhance readability, conciseness and style aligned with our gold-standard writing templates.

The Copy Editor will be the principal administration contact for the content creation team including creating and maintaining online filing systems (maintenance of SharePoint, confluence); and ensuring documents are aligned to templates and kept up to date (for internal and external stakeholders).

About Orygen Digital and MOST
Orygen Digital, the digital mental health division of Orygen, develops, evaluates, and disseminates engaging and evidence-based interventions, such as MOST, that integrate with current national and international service delivery models for young people and their families.

Orygen Digital's MOST (Moderated Online Social Therapy) platform is the first digital solution to offer continuous, integrated face-to-face and digital care to young people. It offers young people online access to evidence-based therapy and clinical support. All included therapy has been adapted and enhanced based on a decade of youth feedback and usage data to ensure that every component captures young people's imaginations and feels uniquely relevant to their daily life. This therapy is

embedded within a supportive social network of other young people working on their mental health, designed to shift the treatment experience from one of isolation to one of shared mission.

POSITION FOCUS

	Key responsibility area	Percentage
1	Copy-editing	40%
2	Administration support	30%
3	Authoring	25%
4	Help desk	5%

POSITION KEY RESPONSIBILITY AREAS

1. Copy editing
- Copy editing for all MOST clinical content to ensure adherence to our style guide (gold-standard writing templates), conciseness of written expression and aligns with professional written standards (correcting grammar and spelling errors)
- Work collaboratively with the writing team to suggest changes to enhance the readability, conciseness and style of content aligned.
- Work closely with other members of the writing team to ensure a consistent tone and voice across all finalised written content.
- Responsibility for uploading finalised content to the authoring system and providing a quality control check (to ensure formatting and style requirements are adhered to)
- In collaboration with other members of the writing team continually assist with the strategizing and improvement of the content production process and streamlining editorial processes (is team expert here)
- Work collaboratively to finalise and update content on authoring system as required within a short timeframe – possibly incorporating feedback from user focused groups (e.g., youth and clinicians); in addition to feedback from the wider content development team.
- Principal responsibility for the editing process of MOST clinical content, including fixing any grammatical, punctuation, spelling errors and ensuring adherence to the specified word count for the particular aspect of written material.
- Responsible for responding efficiently to user feedback and for making corrections and adjustments to the content where needed and for uploading our finalized content to the authoring system (to ensure consistency).

2. Administration support
- Assist with documenting processes and procedures for the clinical content writing team (including technical, theoretical, style-guide based material within handbooks to support our content development processes)
- Assist with oversight and maintenance of all documentation to support content development process (e.g., creating clean draft of master documents for internal and external stakeholders; assisting Clinical Content Lead and Head of Content with admin duties related to creation of documents: for example, formatting, table of contents, reference lists, etc when required).
- Ensuring that team members are trained on documentation procedures and content guidelines.
- Assisting with the onboarding process for new team members by providing them with necessary documentation and training materials.

3. Authoring
- Authoring pre-approved multimodal clinical content on our MOST authoring system to publish to live sites (e.g., MOST app, MOST web platform). Training on our MOST authoring system provided.

- In authoring: ensure that both written content and graphics are accessible to all users (document and insert graphic descriptions).
- Review and ensure quality control of all authored clinical content (including graphic material) before publishing to live sites.
- Management and key driver for development of sound authoring processes (documentation and feedback of bugs/technical issues/suggestions for improvements to product team.

4. Help desk
- Overseeing the Jira helpdesk for content related issues and actioning feedback as appropriate (ensuring feedback is logged and spreadsheets kept up to date)

5. Other
- Actively participate in content writing team and/or division meetings and contribute to planning tasks that support the implementation of identified content creation priorities.
- Actively participate in key aspects of engagement within Orygen
- Effective demonstration and promotion of Orygen and University of Melbourne values including diversity and inclusion and high standards of ethics and integrity.

EDUCATION / QUALIFICATIONS

Essential	- Tertiary qualifications in a relevant discipline (preferably postgraduate or working towards postgraduate qualifications in Psychology, Clinical Psychology) - Tertiary qualifications in a relevant discipline (mental health and/or professional/copy-editing writing) and/or relevant experience.

EXPERIENCE / SKILLS

Experience / skills	- Prior experience working in an editorial/copy-writing/quality assurance professional writing role. - Previous knowledge of and demonstrated ability to work within a multidisciplinary (preferably mental health) environment. - Capable of working well as part of a team as well as independently - An understanding of and a commitment to ethics and confidentiality issues, particularly in relation to the health and allied-health professions - Demonstrated experience in roles whereby editing and documentation management (administrative leadership) were key. - Proficient administrative skills with a demonstrated ability in word processing, PowerPoint and database programs, as required. - Superior skills reviewing, editing and providing quality assurance check on digital content aligned with editing guidelines and quality assurance specs. - Attention to detail with the ability to multi-task, work to appropriate timelines whilst working across multiple projects/topics simultaneously often with short timelines. - Excellent administrative proficiency, and skillset in appropriate tools including the Microsoft Office suite. - Experience providing quality assurance of clinical content for a digital mental health context. - Knowledge of content and/or project management tools (e.g. Trello, Jira, etc.) - Familiarity with mental health interventions (particularly in a youth mental health context) - Demonstrated experience liasing with internal and external stakeholders.
Personal attributes	- An excellent written communicator with a positive attitude and exceptional analytical, problem-solving and quality assurance skills. - Excellent organizational and project management skills and ability to meet deadlines.

	• An excellent written communicator with a positive attitude and exceptional analytical, problem-solving and storytelling skills. • Attention to detail with the ability to multi-task, work to appropriate timelines whilst working across multiple projects/topics simultaneously often with short timelines. • Ability to be flexible and agile in supporting key members of team with administrative duties to complete supporting documentation for content creation.

KEY RELATIONSHIPS

Internal	• Head of Content, Orygen Digital • Clinical Content Manager, Orygen Digital • Senior Clinical Content Lead, Orygen Digital • Senior Clinical Content Writer, Orygen Digital • Senior Clinical Graphic Artist, Orygen Digital
External	• International partners on a per-project basis

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.
- Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.
- 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.
- Occasional out of hours, evening and/or weekend work may be required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:
- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]

Date	[insert date]