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## #CHATSAFE PROJECT MANAGER

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**JULY 2024**

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### POSITION SUMMARY

Location:	Parkville		
Functional area:	Research and Knowledge Translation		
Classification/ Salary:	\$91,000 - \$101,000 pro rata commensurate with skills and experience + 11.5% super + access to \$15,900 NFP salary packaging		
Job level:	Level 3		
Reports to:	Program Manager – Suicide Prevention		
Employment type:	Part time (0.6-0.8FTE)		
Employment length:	12 months from commencement		
Direct reports	0	Indirect reports	0

### POSITION PURPOSE STATEMENT

The #chatsafe Project Manager will be responsible for coordinating local, national and international projects to promote #chatsafe and enhance its reach and impact.

The Project Manager will be responsible for engaging with Primary Health Networks (PHNs), mental health service providers and the suicide prevention sector in establishing agreements for suicide postvention activities across social media. They may also lead projects to translate and adapt the #chatsafe resources for international audiences. The appointed candidate will be responsible for data management and reporting to internal and external stakeholders, including funders.

#### About #chatsafe

#chatsafe is a world-first initiative to support young people to communicate safely online about self-harm and suicide. The #chatsafe program entails evidence-based guidance for young people, a national social media presence across all major platforms, resources for parents, schools and communities, translated guidance for 25+ languages and cultures worldwide, postvention social media support for bereaved communities and a growing research and evidence base on social media and suicide prevention.

The Suicide Prevention research program focusses upon reducing the risk of suicide and suicide-related behaviour among young people. We conduct research that examines rates and risk factors for suicide and suicidal behaviour, and test novel interventions that reflect the broad spectrum of suicide prevention approaches, comprising universal, selective and indicated interventions.

### REVOLUTION IN MIND

## POSITION FOCUS

	Key responsibility area	Percentage
1	Coordination and promotion of #chatsafe activities	35%
2	Stakeholder engagement and management	35%
3	Quality assurance of data and reporting	30%

## POSITION KEY RESPONSIBILITY AREAS

<p><b>1. Coordination and promotion of #chatsafe activities</b></p> <ul style="list-style-type: none"> <li>• Support the execution of key project deliverables under the program work plan.</li> <li>• Liaise with communications and marketing personnel to facilitate promotion and availability of #chatsafe resources nationally.</li> <li>• Review existing processes and implement new strategies to ensure adherence to research and social media protocols.</li> <li>• Support other project leads to help them deliver on priority activities.</li> <li>• Ensure appropriate contracts, agreements and licencing are in place for new activities.</li> </ul> <p><b>2. Stakeholder engagement and management</b></p> <ul style="list-style-type: none"> <li>• Manage project expectations with external and internal stakeholders, including completion of required reporting and regular touchpoints with stakeholders.</li> <li>• Establish, manage and maintain relationships with third parties.</li> <li>• Ensure excellent internal monitoring and communication on the projects, to ensure that staff are fully informed at all stages of timelines, scope, and roles and responsibilities.</li> <li>• Maintain a database of key stakeholder contacts.</li> </ul> <p><b>3. Quality assurance of data and reporting</b></p> <ul style="list-style-type: none"> <li>• Create and maintain comprehensive project documentation.</li> <li>• Implement and update existing and new data capture systems.</li> <li>• Produce regular reporting on key project deliverables to internal and external stakeholders, including government and funders.</li> <li>• Request and receive data and reporting from external stakeholders.</li> </ul>
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## EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> <li>• Tertiary level qualifications in fields such as public health, health promotion, allied health, health economics or other related field.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Relevant Masters level qualifications in fields such as business management, public health or health economics or other relevant field.</li> </ul>

## EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> <li>• Demonstrated experience in project management at a senior level.</li> <li>• Highly developed organizational and project management skills including attention to detail and multi-tasking skills.</li> <li>• Highly developed verbal and written communication skills.</li> <li>• Demonstrated skills and experience in continuous quality improvement and project management methodologies.</li> <li>• Demonstrated experience in working collaboratively and building and maintaining effective internal and external relationships.</li> <li>• Demonstrated understanding of youth mental health research approaches and confidence in interpreting and presenting qualitative and quantitative data.</li> </ul>
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Personal attributes	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and the ability to establish and maintain effective relationships and liaise collaboratively.</li> <li>• Capacity to work independently and responsively within scope and at pace to manage competing priorities and ensure tasks and project objectives are delivered.</li> <li>• Highly organised, demonstrates initiative and is outcome focused.</li> <li>• Flexible and adaptable to changing work requirements.</li> </ul>
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### KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> <li>• Suicide Prevention Research Unit Leads</li> <li>• Communications and Marketing team</li> </ul>
External	<ul style="list-style-type: none"> <li>• Primary Health Networks</li> <li>• Youth networks</li> <li>• Project funders</li> <li>• Mental health service providers</li> </ul>

### SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> <li>• Unrestricted right to live and work in Australia.</li> <li>• A current National Police Check will be required.</li> <li>• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.</li> <li>• 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.</li> <li>• Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.</li> <li>• A current Victorian driver's licence (desirable)</li> <li>• 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.</li> </ul>
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### SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

<p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none"> <li>• Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.</li> <li>• Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.</li> <li>• Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.</li> <li>• 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.</li> </ul>
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### ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	
Signature	

Date	