



SIQI PROJECT OFFICER POSITION DESCRIPTION

SEPTEMBER 2024

POSITION SUMMARY

Location:	Parkville		
Functional area:	Service Implementation and Quality Improvement, Research and Knowledge Translation		
Classification/ Salary:	\$75,000 – \$85,000 base or award level + 11.5% super + access to \$15,900 NFP salary packaging		
Job level:	2		
Reports to:	Team Lead – Service Implementation and Quality Improvement		
Employment type:	0.8-1 FTE		
Employment length:	Permanent (subject to funding)		
Direct reports	0	Indirect reports	No

POSITION PURPOSE STATEMENT

The Project Officer – Service Implementation and Quality Improvement plays a critical role in supporting the development and improvement of youth mental health services nationwide. Working within a small but mighty multidisciplinary team with expertise in clinical care, implementation science, quality improvement, and evaluation, the Project Officer will design, coordinate, and deliver projects funded through the Commonwealth Department of Health and Aged Care (DoHAC), with a focus on improving outcomes for young people experiencing severe or complex mental ill-health. This role offers opportunities for professional growth and development, including developing skills in workshop design and facilitation, leading projects, research and evaluation.

About the Service Implementation and Quality Improvement (SIQI) team

Since 2017, the SIQI team has been funded by DoHAC to support youth mental health organizations and PHNs with the design, implementation, and improvement of 67 'Youth Enhanced Services' (YES) across Australia. These services provide care to young people experiencing severe or complex mental ill-health. The main projects delivered by the SIQI team include:

- **The Implementation Lab:** Annual collaboration with a cohort of six YES on quality improvement projects.

REVOLUTION IN MIND

- **Orygen Connect Program:** Coordination and delivery of secondary consultation sessions to youth mental health services across Australia.
- **YES Community of Practice:** Design, coordination, and delivery of monthly webinars for the youth mental health workforce, along with a quarterly newsletter.
- **PHN Events:** Coordination and delivery of quarterly virtual and face-to-face events for PHN staff to facilitate knowledge sharing.
- **Research and Evaluation:** Contribution to the youth mental health evidence-base through the development of case studies, health services research, and evaluation of SIQI activities.

Core principles that the team brings to all their work include curiosity, collaboration, adaptability, and authenticity. Exhibiting these principles is pivotal to building and maintaining relationships with stakeholders, which is key to the team's success.

You can read more about the SIQI team and their work [here](#).

POSITION FOCUS

	Key responsibility area	Percentage
1	Project Management and Coordination	80%
2	Evaluation, Research and Knowledge Translation support	20%

POSITION KEY RESPONSIBILITY AREAS

<p>1. Project Management and Coordination</p> <ul style="list-style-type: none"> • Support the planning and delivery of SIQI projects, including assisting with <ul style="list-style-type: none"> ○ Developing and managing project timelines ○ Coordinating and scheduling project activities ○ Implementing project activities ○ Delivering workshops ○ Monitoring project performance and identify opportunities for improvement ○ Ensuring project deliverables are met on time and within scope ○ Coordinating communication strategies to effectively disseminate project outcomes • Assist with coordinating and delivering YES Community of Practice webinars • Assist with planning, coordinating, and delivering face-to-face and virtual PHN events • Assist with coordinating the Orygen Connect secondary consultation program • Facilitate communication and collaboration between project stakeholders • Develop and maintain relationships with a national network of stakeholders, including government, PHNs, service providers, and young people and families with lived experience <p>2. Evaluation, Research, and Knowledge Translation Support</p> <ul style="list-style-type: none"> • Assist with the design of monitoring and evaluation plans • Assist with the preparation of project reports and progress updates • Collect quantitative and qualitative data through surveys, interviews, and/or focus groups • Analyse quantitative and qualitative data to inform project delivery and research studies • Contribute to the development of infographics documenting the service models of youth mental health services • Ensure project deliverables are met on time and within scope • Coordinating communication strategies to effectively disseminate project outcomes
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EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Qualifications in a relevant health discipline
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EXPERIENCE / SKILLS

Experience / skills	<p>Essential:</p> <ul style="list-style-type: none"> • Experience of planning and coordinating projects. • Proven ability to write high-quality reports, case studies, and resources tailored to different audiences. • Demonstrated experience in liaising and collaborating with internal and external stakeholders • Understanding of program evaluation and quality assurance methodologies. • Proficiency in quantitative and qualitative data collection and analysis methods. • Knowledge of the mental health system, particularly youth mental health services <p>Desirable:</p>
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	<ul style="list-style-type: none"> • Knowledge of implementation science and quality improvement methodologies, with experience applying these in a health or social care setting. • Familiarity with the role and function of Primary Health Networks (PHNs) in the Australian health system. • Experience working with diverse and underserved populations, with a focus on equity and inclusion. • Willingness and capacity to travel interstate as required.
Personal attributes	<ul style="list-style-type: none"> • High level of organisational and planning skills, with the ability to manage multiple tasks and projects simultaneously. • Strong written and verbal communication skills, with attention to detail and accuracy. • Well-developed interpersonal skills, enabling effective collaboration and relationship-building with diverse stakeholders. • Ability to work flexibly across multiple projects and adapt to changing circumstances, demonstrating resilience and problem-solving capabilities. • Ability to work both autonomously and as part of a diverse team, contributing positively to a collaborative work environment. • Dedication to continuous learning and professional development, with a passion for improving mental health outcomes for young people. • Respectful of the diverse experiences and expertise that contribute to the evidence-base in youth mental health. • Inclusive of the diverse backgrounds and experiences of colleagues, stakeholders, and the communities served. • Deep commitment to making a positive impact on young people's lives through improved mental health services. • Ability to deliver high-quality work with accuracy and thoroughness, ensuring all aspects of the role are handled with care.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Communications and marketing • Workforce Development • Strategy and Policy • Youth participation
External	<ul style="list-style-type: none"> • Mental health organisations providing Youth Enhanced Services • Primary Health Networks • Young people and families with lived experience • Headspace National • Department of Health and Aged Care

SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> • 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.
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- Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.
- 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.
- A current Victorian driver’s licence.
- 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]