



## Position Description

### Project Lead

<b>Location:</b>	Orygen headquarters are located in Parkville, Victoria. This position will be based at headspace, 173 Wakefield Street, Adelaide.
<b>Division:</b>	Research and Translation
<b>Salary range:</b>	Within the range \$125 - \$130K depending on skills and experience
<b>Term:</b>	12 months
<b>Employment Type:</b>	0.50 FTE fixed term contract
<b>Approved By:</b>	Director, Research & Translation
<b>Date Approved:</b>	November 2018
<b>Agreed By:</b>	Director, Research and Translation
<b>Date Agreed:</b>	November 2018

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#### 1. POSITION SUMMARY

The Project Lead is responsible for ensuring the efficient and effective delivery of activities as defined by the project contract, developing and maintaining strong and collaborative working relationships with key stakeholders and undertaking project monitoring and reporting tasks within agreed timelines.

#### 2. POSITION CONTEXT

This position sits within the Research and Translation division of Orygen, the National Centre of Excellence in Youth Mental Health and will report to the National Projects Manager. Orygen engages in a range of activities to support the development of work force capacity in youth mental health. This

role specifically relates to the activities as set out in the Community Development and Case Detection project funded by Adelaide PHN.

The Project Lead role specifically relates to the hYEPP Case Detection and Community Development Project that will support and complement the work of the Adelaide headspace Youth Early Psychosis Program, enhancing case detection and community development activities to assist in identifying and supporting young people experiencing or at risk of first episode psychosis.

The aims of the Project are to:

- Increase community awareness of psychosis in the Adelaide metropolitan region.
- Increase community awareness of the Adelaide hYEPP services.
- Improve referral pathways from primary care to Adelaide hYEPP services.
- Improve coordination and integration between primary and mental health care providers for young people experiencing psychosis in the Adelaide metropolitan region.
- Improve professional knowledge of early psychosis and available treatment.
- Reduce delays in the treatment of psychosis.
- Monitor/reduce the duration of untreated psychosis in the Adelaide metropolitan region.

### **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.

Further information available at <https://www.orygen.org.au/About/About-Us>

### **4. KEY RESPONSIBILITIES/OUTCOMES**

The Project Lead will:

- Develop and implement a case detection and community development strategy to strengthen and streamline pathways of care between hYEPP and potential referrers.
- Work closely with Adelaide hYEPP to strengthen partnerships between local primary health providers, including GPs, practice nurses, allied health and community health centres.
- Work closely with Adelaide hYEPP to strengthen working relationships with tertiary mental health services, including inpatient CAMHS and adult mental health, to align treatment outcomes for young people with psychosis.
- Review and revise current MOUs and SLAs with tertiary and primary care providers to reduce delays in treatment and improve pathways to appropriate care.
- Provide expert advice to external agencies with regards to meeting the needs of young people with psychosis
- Build capacity within the hYEPP service to continue to implement and evaluate the program, including a clear strategy for implementation and evaluation moving forward.
- Supervise a small project team ensuring that work plans are developed and tasks completed within agreed timelines.

### **5. SELECTION CRITERIA**

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

#### **5.1 Essential**

- Level 4 equivalent Occupational Therapist, Psychiatric Nurse, Social Worker or Psychologist with significant clinical and leadership experience in early psychosis and youth mental health.

- Demonstrated ability to successfully manage and implement complex and multi-tiered service improvement or community development projects.
- Demonstrated experience in delivery of educational seminars and workshops to a range of community stakeholders.
- Demonstrated experience in establishing and maintaining effective relationships with diverse stakeholder groups.
- Demonstrated experience in project monitoring and reporting.
- Commitment to engaging young people with a lived experience in strategic initiatives.
- Highly developed interpersonal and verbal communication skills with the ability to liaise and work effectively with a range of people across all levels of the organisation.
- Excellent written communication skills.
- Ability to work autonomously with considerable independence.
- Demonstrated skills in leading and motivating staff/ a team.
- Demonstrated ability to initiate, develop and implement effective workplace practices and processes and convey complex information to colleagues.
- High level problem solving skills with the ability to exercise judgement and initiative, while maintaining commitment to achieving outcomes.
- High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines.
- Demonstrated ability to be flexible and adaptable in a changing environment.
- Demonstrated commitment to providing excellent customer service with the ability to engender a strong customer service orientation among staff.
- Excellent stakeholder engagement skills, including managing competing demands and stakeholder groups.
- High level of proficiency in the use of standard application software such as the Microsoft Office suite.

## **5.2 Desirable**

- High level skills in the design and implementation of program evaluation.
- High degree of understanding of service structures, including governance arrangements, reporting requirements and funding arrangements across primary and tertiary sectors.

## **6. JOB COMPLEXITY, SKILLS, KNOWLEDGE**

### **6.1 Level of Supervision/Independence**

- The role will be highly autonomous, and responsible for oversight and reporting on the project aims and activities.
- Will have proven management responsibility for diverse activities and/or staff.
- Responsibility for managing resources. This role will report to National Projects Manager.
- The role will be required to report regularly to project steering committee.

### **6.2 Problem Solving and Judgement/Risk**

- The incumbent will be required to work closely with the Orygen team to develop and deliver a community development that addresses the needs of the hYEPP centre. This will require high level judgement, high level stakeholder engagement and management skills and highly developed negotiation skills.

### **6.3 Professional and Organisational Knowledge**

- A sophisticated understanding of the EPPIC model theory and rationale, and hYEPP operational guidelines that support implementation of the model.
- A high level understanding of youth mental health systems of care in South Australia

- A sophisticated understanding of data collection and management to inform program evaluation.

#### **6.4 Breadth of the position**

- Complex, significant and high level creative planning, program and managerial functions with clear accountability for program performance.
- Conceptualise, develop and review major policies, objectives and strategies involving high level liaison with internal and external client areas.
- Responsible for programs involving major change which are likely to impact on other areas of the organisation's operations.

#### **6.5 Special requirements**

- *A current South Australian driver's licence.*
- *OHSE training is essential and is provided by headspace.*
- *All workplaces are non-smoking environments.*
- *A current full unrestricted work permit / visa for Australia.*
- *A current National Police Check will be required.*
- *Any offer of employment is conditional upon receipt and maintenance of a Working with Children Check.*

### **7. POLICIES AND WORKPLACE PRACTICES**

All Orygen employees 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.