
PROGRAM & REPORTING OFFICER

FEBRUARY 2026



POSITION SUMMARY

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|-------------------------|---|------------------|---|
| Location: | Parkville/Work from Home | | |
| Functional area: | Orygen Digital | | |
| Classification/ Salary: | \$90,000 – \$100,000 base commensurate with skills and experience + 12% super + access to \$15,900 NFP salary packaging | | |
| Job level: | 2 | | |
| Reports to: | Senior Manager, Strategy & Program | | |
| Employment type: | Full-time | | |
| Employment length: | Ongoing | | |
| Direct reports | 0 | Indirect reports | 0 |

POSITION PURPOSE STATEMENT

The Program & Reporting Officer supports the effective delivery and administration of the Orygen Digital program by coordinating funder reporting, contract administration and program support activities. The role ensures that funding obligations are met, reporting is accurate and timely, and program documentation and governance records are well maintained.

Working closely with program leads, finance, data and delivery teams, the role acts as a central coordination point for funder-facing requirements while also supporting internal program coordination and assurance processes. Through strong organisation, attention to detail and stakeholder engagement, the Program & Reporting Officer contributes to transparent program management, effective use of public funding, and the successful operation of Orygen Digital at scale.

About Orygen Digital

Orygen Digital is the technology division of Orygen. Our mission is to revolutionise the youth mental health system globally by integrating the best of technology, research, clinical expertise, and innovation. We are a national, high-impact, fast-growing team working at the intersection of emerging technologies and youth mental health services. Together, we're developing cutting-edge digital solutions that support young people and their families with accessible, effective, and scalable care.

REVOLUTION IN MIND

Orygen Digital's flagship digital mental health service – MOST – is available nationally, with support from a range of state and Primary Health Network funding agencies, and the Federal Government. This role will be critical for the management of these contracts.

POSITION FOCUS

| | Key responsibility area | Percentage |
|---|---|------------|
| 1 | Funder reporting & contract administration | 40% |
| 2 | Governance, documentation & data coordination | 30% |
| 3 | Program coordination & delivery support | 20% |
| 4 | Stakeholder liaison & continuous improvement | 10% |

POSITION KEY RESPONSIBILITY AREAS

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| <p>1. Funder reporting & contract administration</p> <ul style="list-style-type: none"> • Coordinate the preparation and submission of routine and ad-hoc reports to government and other funders, ensuring compliance with contractual requirements and reporting schedules • Monitor contractual obligations, milestones, KPIs and deliverables across Orygen Digital funding agreements • Support the development and submission of project and implementation plans • Manage contract schedules, variations, extensions and correspondence in collaboration with senior staff • Act as the primary coordination point for funder reporting inputs, deadlines and clarifications • Support audit, acquittal and compliance activities related to funding agreements • Perform data interpretation and visualisation to support reporting <p>2. Governance, documentation & data coordination</p> <ul style="list-style-type: none"> • Maintain program governance artefacts, including decision logs, action registers, risk and issue logs, and program documentation • Ensure program documentation is current, version-controlled and accessible • Support internal assurance by maintaining evidence and records that demonstrate compliance with funding and governance requirements • Coordinate internal inputs and approvals for reports and key program documents • Support consistent use of templates, tools and governance processes across the Orygen Digital program <p>3. Program coordination & delivery support</p> <ul style="list-style-type: none"> • Provide program coordination support, including tracking actions, timelines, dependencies and risks • Assist with planning, progress tracking and status reporting • Support coordination of internal working groups, meetings and governance forums, including agendas, papers and minutes • Follow up actions and ensure documentation is captured and maintained <p>4. Stakeholder liaison & continuous improvement</p> <ul style="list-style-type: none"> • Manage routine communications with funders related to reporting processes, timelines and meetings • Build effective working relationships with internal and external stakeholders • Identify opportunities to streamline reporting, governance and administrative processes • Contribute to continuous improvement of program management practices • Gain knowledge of and work in the pursuit of the strategic parameters for each program scope/funder contract. |
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EDUCATION / QUALIFICATIONS

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| Essential | <ul style="list-style-type: none"> • Tertiary qualification in public policy, health, business, project management or a related field, or equivalent experience |
| Desirable | <ul style="list-style-type: none"> • Formal training in project management (e.g. PRINCE2, Agile fundamentals) • Formal training in data or business analytics |

EXPERIENCE / SKILLS

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| Experience / skills | <ul style="list-style-type: none"> • Experience supporting projects or programs in a government or not-for-profit environment • Demonstrated experience preparing or coordinating reports for external stakeholders or funders • Strong organisational skills, with the ability to manage multiple priorities and deadlines • High level of attention to detail and document management capability • Ability to work confidently with data from multiple sources and ensure accuracy • Proficiency with Microsoft Office (Word, Excel, PowerPoint) and collaboration tools • Experience in interpretation, simple analysis and visualisation of data. |
| Personal attributes | <ul style="list-style-type: none"> • Highly organised and methodical. • Strong written communication skills. • Developed data skills. • Collaborative and service-oriented approach. • Comfortable working in a fast-paced, evolving environment. |

KEY RELATIONSHIPS

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| Internal | <ul style="list-style-type: none"> • Senior Manager, Strategy & Program • MOST state & territory implementation teams • Finance and Data teams |
| External | <ul style="list-style-type: none"> • Government funding bodies and contract managers |

SPECIAL REQUIREMENTS

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| <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. • 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. |
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SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

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| <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"> • Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace. |
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- 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.
- You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

| | |
|-----------|--------------------|
| Name | [insert name] |
| Signature | [insert signature] |
| Date | [insert date] |