
CHIEF OF STAFF
NOVEMBER 2021



Location:	Parkville base Flexible work arrangements - work in a way that suits you best and delivers agreed Orygen outcomes
Division:	Executive
Classification/ Salary Range:	Commensurate with skills and experience
Employment type:	Fulltime, 3 year contract
Position reports to:	Executive Director

POSITION SUMMARY

The Chief of Staff (CoS) has executive responsibility in providing a conduit between the Executive Director and their direct-reporting team, aiming to release the Executive Director to focus on external programmatic delivery including advocacy, clinical and research. The role will work in collaboration with the broader executive and is responsible for enabling the Executive Director in their role to deliver organisational strategy and priorities within a complex and fast-moving environment.

The Chief of Staff ensures effective and efficient processes and practices are in place in the Office of the Executive Director, and drives strong cross-organisational communication pathways and team work. They act as a confidant and advisor to the Executive Director, enable organisational decision-making, and drive realisation of strategic intent and vision.

POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse includes:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Parkville site, which encompasses a 20-bed Youth Prevention and Recovery Centre [YPARC] that is nearing construction completion and the Parkville Hub which is the first pilot site of an integrated 'one stop shop' model that offers access to care across the full continuum of need, from mild through to severe mental health experiences.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.

- Orygen Specialist Program, a tertiary clinical service that includes 16 acute inpatient beds at Footscray, community-based mental health care and assessment services, and a hospital in the home program. These services are currently operated by North Western Mental Health and are delivered across multiple locations.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.
- A policy think tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

The CoS will work alongside the Executive Director driving key strategy, planning and performance decisions in addition to managing relationships with the executive team and key internal staff and stakeholders including some of our partner organisations of Melbourne Health and the University of Melbourne.

It is anticipated that Orygen will expand significantly over the coming years on the basis of growth in funding for mental health services and other related activities. The Chief of Staff will be responsible for supporting the Executive Director and leadership team to enable them to remain focused and productive throughout this period of change.

ABOUT ORYGEN

VISION	Young people to enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation.
COMMITMENTS	First Nations people of Australia, young people and their families, LGBTIQ+ people & culturally and linguistically diverse people.

KEY RESPONSIBILITIES AND OUTCOMES

The Chief of Staff takes a whole of organisation approach ensuring information and activity flow is effective and the Executive Director is supported to lead a complex leadership structure. Responsibilities include:

Leadership

- Overseeing the deliverables of staff relevant to the Executive Director's priorities, including meeting preparation and follow up on assigned tasks.

Strategy, Planning and Performance

- Lead the development and monitoring of our strategic plan and associated operational planning
- Alongside the Executive Director, assist in developing, implementing, reporting and evaluating key performance indicators against Strategic Priorities to guide the work of the relevant functional areas and meet contractual requirements

- Working with the Executive Director to set priorities and identify areas where they must direct their focus

Communication

- Filter and control the flow of information between the Executive Director and the Executive team to ensure information between parties is provided in a purposeful, timely and efficient manner
- Act as a connector between work streams and areas that would otherwise be siloed to ensure systems are aligned and effective
- Act as a communicator linking the Executive team and the broader organisation
- Readily share relevant information with the Executive Director and executive team

Relationship Management

- Develop a strong working relationship with the Executive Director and executive team
- Develop strong working relationships with key internal and external stakeholders
- Creating and maintaining cross-departmental relationships to enable leadership success
- Develop and maintain successful professional relationships with key internal and external stakeholders

Project Management

- Lead cross functional organisation-wide projects or initiatives through the project management office
- Bring together multiple stakeholders and help drive decisions
- Researching, benchmarking, analysing data and making recommendations
- Creating systems and processes to streamline operations
- Assist with and manage projects for and with the executive team

Strategic priorities

- Provide executive leadership to strategic priorities area of Youth Participation and First Nations

SELECTION CRITERIA

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

.1 Essential

- Relevant tertiary qualification in healthcare leadership, commercial or strategy
- Extensive experience in a similar strategic leadership role with responsibility for leading a senior leadership team in a complex health organisation
- Demonstrated experience of leading organisations through times of change and transformation.
- Ability to develop and maintain effective working relationships with a diverse range of stakeholders, including the Board of Directors, Board associated committees and Executive teams to achieve cohesive, collaborative partnerships
- High degree of initiative and self-motivation
- Demonstrated capability to think laterally and creatively and be innovative in finding workable solutions to complex problems
- Demonstrated skills as a visible, inspirational, engaging and authentic leader with the capacity to coach, mentor and develop team members
- Proven ability to gather, organise, evaluate and provide high level analysis of relevant financial and economic data

- Proven ability to liaise effectively, including consultation and negotiation, with a range of stakeholders to facilitate their cooperation and support to achieve targeted outcomes
- Proven effective commercial negotiation skills
- High personal and business ethics
- Excellent attention to detail
- High level of knowledge of strategic business planning processes
- Knowledge and experience of business evaluation and valuation techniques and commercial financial structures
- Knowledge of legislative and governance frameworks and an understanding of government reporting requirements
- Experience working within the not for profit industry or a strong understanding of the relevant accountability requirements, constraints and opportunities

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.
- A current Victorian driver's licence (if relevant to role).
- 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.
- 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.
- Successful applicants will be required to provide proof of COVID-19 Vaccination prior to commencement.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	