

ADMINISTRATION OFFICER

JULY 2026

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POSITION SUMMARY

Location:	Hybrid – Parkville and WFH		
Functional area:	Research & Knowledge Translation		
Classification/ Salary:	Salary between \$65,000 - \$70,000 (commensurate with skills and experience) + 12% super + access to \$15,900 NFP salary packaging		
Job level:	2		
Reports to:	Administration Manager		
Employment type:	Part time (0.6FTE)		
Employment length:	12 months from commencement		
Direct reports	0	Indirect reports	No

POSITION PURPOSE STATEMENT

The Administrative Support Officer will work within the Professional Services team in the Knowledge Translation (KT) division to provide support for staff, students, and stakeholders. The Administration Officer will perform a variety of business administration tasks to support the various Knowledge Translation projects including Orygen RTO.

About Knowledge Translation

The Knowledge Translation division drives workforce and service development in youth mental health at local, state-wide, national and global levels. Comprising 5 program areas, it aims to be a world leader in youth mental health resources, training, education and service support.

POSITION FOCUS

	Key responsibility area	Percentage
1	Administration	60%
2	Financial management	35%
3	Organise travel, events and reconciliation	5%

REVOLUTION IN MIND

POSITION KEY RESPONSIBILITY AREAS

1. Administration.	- Assist with day-to-day administration including document formatting, photocopying, note taking, proof reading, creating templates and producing training certificates. - Scheduling and organising meetings including writing up agendas and minutes, which are detailed and include specific outcomes and actions arising. - Assist with management of all KT email inboxes. - Process and dispatch Webstore orders for resources purchased. - Provide LMS (Learning Management System) access. - Work closely with other administrative team members to help prioritise tasks and support a positive team environment. - Ensure external queries are handled efficiently and in a timely manner. - Assist to maintain SharePoint and administrative systems. - Provide administrative support to the RTO as requested.
2. Financial management.	- Submit accounts payable invoices for payment, ensuring invoices meet the relevant criteria for payment. - Submit invoice request forms to finance and follow up to ensure timely return. - Respond to incoming financial queries as delegated. - Assist staff with personal reimbursements and credit card queries. - Assist in tracking status of accounts payable and receivable invoices via Professional Services SharePoint dashboard.
3. Organise travel, events and reconciliation.	- Use the travel portal to book travel for KT staff when requested. - Set up new staff with access to the travel portal and provide an orientation on how to use it. - Assist in managing the KT cabcharges including the reconciliation of the tickets to individual projects. - Assist with events by obtaining quotes for venue, accommodation, and catering. - Coordinate logistics for events including room set up, and catering and technical support.
Other	Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

EDUCATION / QUALIFICATIONS

Desirable	Qualifications in administration or equivalent experience.
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EXPERIENCE / SKILLS

Experience / skills	- A youth-friendly, optimistic and professional approach to work and a commitment to achieving positive change in Youth Mental Health. - Demonstrated excellence in communication skills including written and verbal across a range of mediums and levels of management. - Excellent computer skills including experience in using Microsoft Office. - Exceptional organizational and time management skills with the ability to support multiple projects, prioritise work, manage tight deadlines and meet competing demands. - Demonstrated ability to work effectively as part of team and independently. - High level of attention to detail.
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	• Proven expertise in and adherence to organisational structures, processes and procedures. • Knowledge of health sector environment is desirable.
Personal attributes	• Customer service ethic and demonstrated ability to maintain excellent customer and client relations. • Excellent interpersonal and communication skills both written and verbal. • Highly organised, demonstrates initiative and is outcome focused. • Flexible and adaptable to changing work requirements. • Highly collaborative, will contribute to positive team and organisational culture. • Ability to operate with minimal supervision and a high degree of professionalism as part of a multidisciplinary team.

KEY RELATIONSHIPS

Internal	• Information and Communications Technology and Business Technology Solutions • Corporate Services • Finance and People and Culture
External	• Suppliers • External vendors • Education representatives

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. • 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. • 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. • 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	
Signature	
Date	