
PROGRAM MANAGER – AEPCC - CQR

MAY 2026

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POSITION SUMMARY

Location:	Parkville/WFH		
Functional area:	Research & Knowledge Translation		
Classification/ Salary:	Salary up to \$125,000 commensurate with skills and experience pro rata + 12% super + access to \$15,900 NFP salary packaging		
Job level:	4		
Reports to:	Professorial Fellow, Early Psychosis		
Employment type:	Part to full time (0.8-1.0 FTE)		
Employment length:	Ongoing, subject to funding		
Direct reports	3	Indirect reports	-

POSITION PURPOSE STATEMENT

The Program Manager – AEPCC will join the Australian Early Psychosis Collaborative Consortium (AEPCC) led by Professor Andrew Thompson at the Centre for Youth Mental Health (CYMH), The University of Melbourne, and Orygen.

The Program Manager will be responsible for setting up and overseeing expansion of a large-scale Clinical Quality Registry (CQR) project collecting data on young people with psychosis, establishing data linkage to other datasets and developing training materials and risk prediction tools. This is a \$3million project and the role will require effective project management and stakeholder engagement to ensure its effective implementation. This role will be responsible for the careful management of project budget and timelines, project reporting along with nimbly identifying and addressing key project risks and issues.

This role focuses primarily on the AEPCC CQR which has been funded by the MRFF for the next 3 years to enable expansion and refinement of the registry.

About the Australian Early Psychosis Collaborative Consortium

AEPCC is part of a major national program aiming to improve the care and outcomes of people experiencing their first episode of psychosis.

AEPCC has three important infrastructures:

- 1) a clinical trials network aiming to improve trial quality and participation
- 2) a lived experience network providing a platform for lived experience voice in all projects and

REVOLUTION IN MIND

3) a clinical quality registry which aims to collect routine clinical data to understand and improve clinical outcomes.

A key focus of the research program is to both reduce the likelihood of young people developing psychosis as well as improving the outcomes of people who have developed psychosis. The AEPCC CQR team currently consists of 6 staff members (a Registry Officer, an Implementation Officer, a Communications Officer, A lived experience Network Officer, a Senior Research Fellow and the Principal Investigator.

POSITION FOCUS

	Key responsibility area	Percentage
1	Project management and tracking	60%
2	Stakeholder engagement and communication	20%
3	General support	20%

POSITION KEY RESPONSIBILITY AREAS

1. Project management and tracking

- Ensure that the project is delivered on-time, within scope, and within budget.
- With the Principal Investigator and the investigator team oversee set up and delivery of the 4 separate deliverables/work packages of the project: 1) expansion of the Clinical Quality Registry including working closely with the software developers who are designing the IT for the registry 2) development of a learning management system for the registry 3) development of risk prediction tools to be embedded in the registry 4) scoping of the feasibility of conducting registry randomised controlled trials.
- Coordinate the research activities including but not limited to organisation of the governance committees and working groups for the respective work packages.
- Ensure the project is progressing towards these deliverables and trouble shoot potential problems.
- Management of the project research management system and databases.
- Training and supervision of the Registry Officer, the Implementation Officer, the Communications Officer and the Lived Experience coordinator.
- Prepare and submit Research Ethics Committee and governance applications, amendments, safety reports, annual reports and other relevant compliance documentation related to the CQR.
- Manage project costings, including budget preparation, forecasting and reporting.

2. Stakeholder engagement and communication

- Establish effective long-term working relationships with a range of internal and external stakeholders to facilitate project set-up and ongoing delivery.
- Liaise with the funder and other key organisations including the University of Melbourne in project progress.
- Manage project expectations with external and internal stakeholders, including completion of required reporting and regular touchpoints with stakeholders.
- Ensure excellent internal monitoring and communication on the project, to ensure that all staff, the organisation and project investigators are fully informed at all stages of timelines, scope, and roles and responsibilities.
- Manage and co-ordinate project governance committees in conjunction with committee chair and project PI.

3. General support

- Contribute to the development of peer-reviewed publications in addition to other high-quality publications arising from the project. Work closely with the project senior research fellow in delivering these outputs.

<ul style="list-style-type: none"> • Provide assistance as necessary to the organisation of the activities of the other areas of AEPCC. • Assist in applications for further funding relating to the AEPCC CQR as necessary. • Role model the Orygen purpose and values and participate in the building of a strong team culture that drives employee engagement and trust. • Support the Principal Investigator with other tasks reasonably requested.

EDUCATION / QUALIFICATIONS

Desirable	<ul style="list-style-type: none"> • Tertiary qualifications in psychology/health sciences or related fields plus significant relevant experience or equivalent combination of relevant experience and education/training.
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EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • Previous experience in the set-up, oversight and delivery of healthcare projects. • Experience within a similar role with demonstrated ability to multitask, manage and prioritise various activities simultaneously. • Experience in managing and coordinating projects in health settings. • Experience with submission of hospital-based Research Ethics Committee applications, protocol amendments and governance proposals, clinical trial procedures, documentation, and auditing of research. • Proficient in managing large project budgets. • Proficient computer skills with a demonstrated ability in word processing, PowerPoint, Excel and other office software, as required. • Ability to manage and report risks associated with project delivery. • Ability to supervise other team members.
Personal attributes	<ul style="list-style-type: none"> • Well-developed organisational and time management skills. • Excellent interpersonal and communication skills both written and verbal. • Strong stakeholder management and experience working within multidisciplinary teams. • Capacity to work independently and responsively within scope and at pace to manage competing priorities and ensure project and program objectives and outcomes are delivered. • Flexible and adaptable to changing work requirements. • Highly collaborative, will contribute to positive team and organization culture.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Head of Early Psychosis Research • Clinical Service Managers at early psychosis sites • PYMHWS Specialist Program Leads • Program Manager Early Psychosis Research
External	<ul style="list-style-type: none"> • headspace National • University of Melbourne • Project funders • Third-party vendors including IT developers • Other Early Psychosis services nationally

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	[insert name]
Signature	[insert signature]
Date	[insert date]