

PROGRAM MANAGER CO-DESIGN DELIVERY - STATEWIDE PROGRAMS

JANUARY 2023

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POSITION SUMMARY

Location:	Hybrid – Remote and Parkville		
Functional area:	Knowledge Translation		
Classification/ Salary:	\$100,000 – \$120,000 p.a commensurate with skills and experience + 10.5% super + access to \$15,900 NFP salary packaging		
Job level:	Manager		
Reports to:	Director Statewide Programs		
Employment type:	Full time		
Employment length:	Contract available until 30 th June 2024		
Direct reports	N	Indirect reports	-

POSITION PURPOSE STATEMENT

The Program Manager (Co-Design) for Statewide Programs will have an outstanding opportunity to improve outcomes for young people across Victoria in need of equitable access to evidence-informed tertiary and quaternary mental health treatment, care, and support.

They will be highly motivated and skilled, with the abilities to lead, design and deliver the programs codesign activities as part of a matrix team including partner organisations, including convening communities of experience and expertise across the state to collaborate in system reform and transformation. They will have demonstrated excellent skills in program management and codesign. They will also be an excellent communicator with experience of working with poorly and underserved communities. They will be comfortable managing multiple tasks, while being a strong team player with an aptitude for problem-solving. They will be expected to work with a high degree of autonomy with partners under the direction of the Program Director.

Working across Orygen's Knowledge Translation and Clinical Operations Divisions and in close collaboration across the state with clinical and other colleagues, young people, their families, and communities, the Project Manager will have the opportunity to use their knowledge, skills and abilities in youth mental health transformation.

REVOLUTION IN MIND

POSITION KEY RESPONSIBILITY AREAS

- Ensure that Statewide Program activities are delivered on-time, within scope and to budget.
- Ensure the credibility of the Statewide Program codesign activities with partners.
- Lead the development, planning and delivery of the program's codesign projects, producing codesign project scopes, objectives, and feasible plans, by involving appropriate stakeholders.
- Actively manage and oversee engagement, collaboration and codesign activities with partners to understand and respond to their needs, effectively managing expectations within each project horizon.
- Establish, manage, and maintain relationships with partners and vendors as required.
- Support the establishment of the program advisory groups as core to program governance; and ensure their effective and efficient utilisation to inform and steer the program to deliver the Activity Work Plan objectives.
- Contribute to the development and implementation of the broader program management methodology, including the standardised tools, processes, systems, monitoring, reporting, and governance mechanisms required to deliver the program.
- Ensure resource availability (including supporting recruitment); and effective allocation across the engagement, collaboration and codesign activities to deliver the program.
- Create and maintain comprehensive partnership documentation to support evaluation and continuous improvement.
- Develop and implement risk management assessments and processes to monitor and minimise project risks, report and escalating issues as required.
- Use appropriate verification techniques to manage changes in scopes, schedule, and costs.
- Ensure excellent internal monitoring and communication of engagement, collaboration and codesign to ensure that all staff are fully informed at all stages of timelines, scope, and roles and responsibilities, risks and issues.
- Facilitate program and project status meetings and stand-ups.
- Compilation of all products and documents required as required for internal and external governance.
- Support colleagues across program activities to help them deliver on their priority activities.
- Role model the Orygen purpose and values and participate in the building of a strong team culture that drives employee engagement and trust.
- Any other duties, as reasonably requested by the Program Director.
- 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

Essential	<ul style="list-style-type: none"> • Tertiary level qualification with subsequent experience in business management, public health, health economics or another relevant field.
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EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • Understanding of youth mental health in the context of the reform of the Victorian mental health system following the Royal Commission and its recommendations. • Highly developed organisational and program management skills at a senior level, including program design, planning, delivery, monitoring, risk and issue management, and governance.
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	<ul style="list-style-type: none"> • Highly developed verbal, written and digital communication skills appropriate to the range of stakeholders, including the ability to analyse and synthesise different sources and types of data. • Highly developed report writing for public, and senior internal and external audiences. • Budget monitoring and management. • Capacity to work autonomously, adaptively and at pace to manage competing priorities and ensure program objectives and outcomes are delivered. • Skills and experience in continuous quality improvement and human-centred design. • Experience and skills in engaging clinicians and young people, their carers, supporters and communities to co-design and deliver mental health services. • Experience of and skill to manage procurement and vendor contracts. • System leadership and change management in mental health. • High level of proficiency in the use of Microsoft Office Suite; and other digital collaboration and program management tools. • A general understanding of organisations that support the health and wellbeing of young people. • Capacity to undertake accurate data collection and report writing tasks.
Personal attributes	<ul style="list-style-type: none"> • Experience and expertise in successful engagement, collaboration and codesign across the range of stakeholders. • Experience in establishing and maintaining effective relationships across the range of stakeholders. • Highly developed interpersonal skills and the demonstrated ability to effectively liaise, influence and negotiate across the range of stakeholders to achieve program objectives and outcomes. • Ability to anticipate, manage and reconcile diverse opinions to achieve program outcomes

SPECIAL REQUIREMENTS

<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. • Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement. • 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. • Travel to services around Victoria may be required. • Occasional out of hours, evening and/or weekend work may be required.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

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